



AmericanJobCenter®

REQUEST FOR PROPOSALS FOR THE MANAGEMENT AND OPERATIONS OF
WORKFORCE CENTER SERVICES
AND
BUSINESS SERVICES

For
Workforce Solutions Brazos Valley Board Area
Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties

Issued by
Workforce Solutions Brazos Valley Board
P.O. Box 4128
Bryan, Texas 77805
(979) 595-2800
<http://www.bvjobs.org/>

Issue Date: August 16, 2019
Bidders Conference Call: August 21, 2019
Proposal Deadline: September 12, 2019, 4:00pm CST

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Background

The Workforce Solutions Brazos Valley Board (WSBVB) is a volunteer body instituted in accordance with the Texas Workforce Act (HI3 1863 and S 642). The primary responsibility of the WSBVB is to provide policy and program guidance, to plan regionally for Workforce programs, and to exercise independent oversight of local workforce activities in partnership with local government. WSBVB 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. The Brazos Valley Council of Governments (BVCOG) is the administrative and fiscal agent for the WSBVB. The WSBVB has an Integrated Plan on file with Texas Workforce Commission (TWC) which describes the operational and planning goals for the region. This Integrated Plan is carried out through Operating Policies and Procedures implemented in accordance with the goals.

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 service agencies that are committed to the planning, policy-making and evaluation of all workforce related programs in the Brazos Valley region. Representatives of the private sector constitute a majority of the Board membership. Twenty five members from Brazos, Burleson, Grimes, Leon, Madison, Robertson and Washington Counties are selected by the region's seven county judges (chief elected officials) to serve on the board.

The Workforce Solutions Brazos Valley Board, through its Fiscal Agent and Administrative Entity, the Brazos Valley Council of Governments, subcontracts with an entity or entities to manage and operate Child Care Services (CCS), Workforce Center Services (WCS), and Business Services (BSU).

Purpose of Procurement

The Board is seeking one or more contractors for the management and operation of **Workforce Center Services** and **Business Services (BSU) Program**.

Proposals may be for a managing director/Professional Employer Organization (PEO) approach or a turn-key operation. Note: Use of PEOs requires that a signed PEO agreement be submitted with the proposal detailing the arrangement between the managing director and the PEO.

Workforce Center Services (WCS)

The Contractor selected for WCS will be responsible for the management and staffing of the Workforce Solutions Brazos Valley Board workforce center systems and all programs and services accessed by customers through that system. This includes outreach, recruitment, intake, eligibility determination, case management, placement assistance and follow up for all programs:

- Workforce Innovation and Opportunity Act (WIOA) programs for Adult, Youth, and Dislocated Workers
- Trade Adjustment Assistance (TAA) program
- Employment Services (ES) programs in coordination with BSU contractor
- Choices/TANF (Temporary Assistance to Needy Families) program
- Supplemental Nutrition Assistance Program (SNAP)
- Non-custodial parent (NCP)
- Veterans
- Coordination with Adult Education and Literacy (AEL) contractors
- Coordination of Teacher Externship with WSBVB
- Coordination of Vocational Rehabilitation Summer Earn and Learn (SEAL) with WSBVB
- Coordination of Vocational Rehabilitation Paid Work Experience with WSBVB
- Agricultural clearance including H2A and H2B job postings
- Other Grants and Contracts as awarded to WSBVB

Business Services Unit (BSU)

The Contractor selected for Business Services will be responsible for the management and staffing of the Workforce Solutions Brazos Valley Board BSU team that will provide assistance to employers and job seekers, including all services accessed by employers and customers through that system. This includes outreach, recruitment, intake, case management, placement assistance and follow up for all employers and customers.

Contract Period

The contract resulting from this procurement will run from October 1, 2019 through September 30, 2020. Contract extensions past September 30, 2020 are for up to three additional years, in one year increments, may be considered by the Board, depending on satisfactory contractor performance and funds availability. The WSBVB may vary the programs and/or contract period as necessary and shall ensure compliance with all program requirements and conditions in doing so. The contract will be monitored for performance on a monthly basis and may be amended or terminated if performance does not meet WSBVB standards. Contracts may be expanded to include any other programs that the WSBVB deems necessary and appropriate.

Contract Information

The contract obtained through this procurement will be a cost reimbursable contract. For-profit entities may include a profit in their proposal budget. Profit amounts and their attainment will be negotiated based on the contractor attaining negotiated performance benchmarks over the course of the contract. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of contracting, the quality of its past performance record, industry profit rates in the surrounding geographical area for similar work and market conditions. Profit, direct and/or indirect, including management fees, are limited by state and federal regulations.

Funding Information – WCS

The actual contract amount for WCS is dependent on the level of funding received from the Texas Workforce Commission. For FY20 the estimated amount for management of the workforce center system management to include staff is \$1,200,000. The amount for direct programs and client services is \$626,000.

Funding Information - BSU

The actual contract amount for BSU is dependent on the level of funding received from the Texas Workforce Commission. For FY19 the estimated amount for management of the business services program to include staff is \$250,000.

Procurement Timeline

RFP Release	August 16, 2019
Deadline for Questions	August 21, 2019
Bidders Conference Call	August 21, 2019
Posting Answers to Questions	August 22, 2019
Deadline for Proposal Submittal	September 12, 2019 at 4:00pm CST
Proposal Review/Evaluation	September 13-18, 2019
Contractor Selection by Board	September 19, 2019
Contract Negotiations	September 24, 2019 9am
Contract Start Date	October 1 st , 2019

Bidders Conference and Question Answer Period

A bidder's conference will be held via a telephone conference call on **August 21, 2019 beginning at 10:00AM**. Individuals and organizations interested in calling for the Bidders Conference call should contact the Board Program

Administrator, Shawna Rendon, the contact person for this procurement at (979) 595-2801 ext. 2012 or by email at SRendon@bvcog.org or visit www.bvjobs.org to obtain the phone number for the call. To view and download the RFP go to www.bvjobs.org; difficulties downloading the RFP document should also be referred to Shawna Rendon.

A question and answer document will be prepared and posted on www.bvjobs.org no later than close of business August 22, 2019. Questions concerning this procurement must be submitted via email to Shawna Rendon via email at SRendon@bvcog.org no later than August 21, 2019 5:00PM CST. Questions concerning this procurement will not be accepted outside of the above timeframe.

Submission of Proposals

An original and four (4) copies of each written proposal for each option plus all required attachments are due to the Board's offices no later than September 12, 2019 4:00 PM CST. Faxed or email proposals are not acceptable. Proposals received after the indicated due date and time **regardless of delivery method** will not be accepted or considered for award. The bidder is responsible for ensuring that the copies contain all of the required elements of the proposals to include attachments. Incomplete copies will result in the bidder being deemed non-responsive to the RFP. No additional material may be submitted after the due date and time. Any proprietary information should be clearly marked as confidential. Note: This does not preclude information from being released as a part of any Open Records request. Note, submitted SOPs may be subject to release under an Open Records request.

Order of Submission for each Option

1. Proposal Cover Sheet
2. Proposal Narrative(s)
3. Budget Form(s), Staffing List and Cost Allocation Plan

Attachments to be submitted for each option

- A. Administrative Management Survey
- B. Financial Systems Survey
- C. Signed Certification of Bidder
- D. Signed Certification Regarding Debarment Lobbying Drug-free Work Place
- E. Signed Certificate Regarding Conflict of Interest
- F. Certification Regarding Texas Corporate Franchise Tax
- G. Personnel Policies Assurance
- H. Table describing employee benefits
- I. Assurances & Certifications
- J. Resumes and Job Descriptions for Administration and Management staff
- K. Job Descriptions for program staff
- L. Copies of the three most recent annual monitoring reports (either from a grantor agency or from another Workforce Board, pertaining to your operations of grants and/or programs) and corrective actions implemented to address any findings in these reports.
- M. Standard Operating Procedures (SOPs) Note: SOPs are not considered proprietary information and may be accessed by the public through Open Records request.
- N. Audit Summary Reports and detail of any audit exceptions for two most recent years
- O. Un-audited financial statements for time since most recent audit.
- P. Certificate of Historically Under-utilized Business (HUB), if applicable

Proposals may be hand delivered or delivered by FedEx or UPS to:

**Attention: WCS & BSU Proposal
C/O Shawna Rendon
Board Program Administrator**

**Brazos Valley Council of Governments
3991 East 29th St.
Bryan, Texas 77802**

Proposals may be sent by regular USPS mail to:

**Attention: WCS & BSU Proposal
C/O Shawna Rendon
Board Program Administrator
Brazos Valley Council of Governments
PO Drawer 4128
Bryan, Texas 77805**

Note: Mailed proposals must arrive to the WSBVB offices prior to the due date deadline time regardless of post marked date.

Evaluation of Proposals/Recommendation to WSBVB

The proposal selection process consists of a review by independent reviewers.

Proposal Scoring

Program Knowledge/Proposed Management Approach:	45 points
Professional Experience/Demonstrated Effectiveness:	40 points
Cost Reasonableness:	15 points
Certified Historically Utilized Business (HUB):	an additional 5 points
Maximum Proposal Review Score:	105 points

Proposals that contain all of the required elements will be deemed responsive if they score at least 70 points based on the evaluation criteria. Points will be awarded based on the thoroughness of proposal elements in response to the RFP and the consistency of the proposal with those elements described in this RFP.

Proposal Evaluation Criteria

Proposals will be reviewed by a review team composed of experienced independent workforce development, child care services, or business services members, in accordance with the submission that is being evaluated. The team(s) will evaluate proposals based on their responsiveness to the request for proposal, the completeness and reasonableness of each response, the overall consistency of the proposal narrative and budget, the adequacy of the standard operating procedures submitted with the proposal and the overall demonstrated effectiveness of the proposer. Proposers who do not have demonstrated effectiveness in delivering the requested services should not submit a proposal.

Program Knowledge/Proposed Management Approach: 45 points

This criterion relates to the proposer’s knowledge of federally funded Child Care Services, Business Services programs, and Workforce programs, including the Workforce Innovation and Opportunity Act, Supplemental Nutrition Assistance Program, Choices/TANF, Trade Adjustment Act, Employment Services, Veterans programs, Non-Custodial Parent Choices program, Texas Rising Star program, Adult Education and Literacy programs, Vocational Rehabilitation (VR) services and programs operated through TWC, the HYPE and Teacher Externship programs. This category also relates to the proposer’s knowledge of the role and activities related to Workforce Solutions Brazos Valley Workforce Center Operations. The proposer’s approach to management and operation of the workforce center system and/or child care services and/or business services unit as demonstrated in the proposal will also be evaluated. The successful proposer(s) must present a staffing plan sufficient to implement the program design, and it must offer a high performance approach to management that will effectively integrate human resources and operational processes that will meet and exceed program performance goals for the Brazos Valley Region. All seven counties must be staffed by workforce staff Monday through Friday, 8AM to 5PM. Consistent with this performance oriented management approach, the successful proposer(s) must demonstrate

an understanding of and capability for implementing a comprehensive and rigorous approach to continuous quality improvement that focuses on achieving the expectations of the child care customer.

Professional Experience/Demonstrated Effectiveness: 40 points

This criterion relates to the experience of the proposer with regards to previous successful management experience in workforce center system operation and/or child care services programs and/or business services. This category will consider both the size of the contracts managed and the outcomes achieved. The proposer will be evaluated based on the demonstrated ability to build effective and diverse teams to achieve objectives. Key areas under this category are demonstrated effectiveness in customer service and focus, career pathways and community involvement, as well as performance against contracted measures. Proposer(s) must demonstrate knowledge of federal, state and regularly accepted accounting practices and the ability to utilize funds to derive organizational strategic objectives. The proposer must demonstrate an understanding of how to apply technology throughout the organization to enhance adult learning and career development. The results and achievements as related to organizational goals will also be evaluated. The proposer must demonstrate professional experience and understanding of workforce development and/or child care services and/or business services performance measures and the ongoing management of these measures. The proposer will be evaluated on the extent they were able to achieve performance in the past.

Cost Reasonableness: 15 points

This criterion relates to the cost reasonableness as determined by relating the proposed cost to proposed services compared to the other proposal budgets submitted. All associated costs for doing business as such should be included in the proposal budget. The proposer will be evaluated concerning their ability to pay disallowed costs should such costs arise, internal fiscal controls proposed and their ability to meet financial benchmarks. Past incidents of disallowed costs must be disclosed in the proposal.

Additional Specifications

- Demonstrated Effectiveness
 - The Board is seeking an experienced on-site managing director or turn-key operating entity with successful management and operation in workforce center system management and/or child care services and/or business services.
 - The successful candidate must demonstrate expertise in managing budgets and cost allocation on a daily, weekly, and monthly basis.
 - The successful candidate must demonstrate expertise in managing human resources and directing/motivating staff to achieve high levels of performance and customer service.
 - The successful candidate must demonstrate expertise in workforce and/or child care performance and/or business services measures, rules, regulations, and procedures. Proposers will submit standard operating procedures (SOPs) reflecting their approach to providing the requested services. These SOPs will be reviewed as part of the proposal evaluation process.
 - The successful candidate must demonstrate financial integrity and capacity and operational stability.
 - The successful candidate must have sufficient knowledge and experience to understand and manage TWIST functions as a part of workforce center system and/or child care services and/or business services as well as HHSC, TEAMS, and debit card systems.
- Organizational Approach
 - For turn-key operations, the successful candidate must explain all costs charged to indirect, in addition to other budget items, to include staff titles and functions as they relate to the Brazos Valley workforce center system operation and/or child care services and/or business services operation.
 - For turn-key operations, the successful candidate must describe who the corporate accountant is for this project.

- The on-site manager or managing director must be empowered to make decisions (including hiring and firing decisions) without waiting for corporate approval from a distant headquarters.
- The on-site manager or managing director must have the means to ensure accountability of staff for deficiencies in performance outcomes.
- Customer service and continuous improvement principles must be the basis for workforce center systems and/or child care services and/or business services operation.

Description of Requested Services

Workforce Center System Services

The Mission of WSBVB is to provide an exceptional, customer focused and continually improving workforce development system in the Brazos Valley region that exceeds customer expectations and enhances the availability of skilled, productive workers that complements the Region's overall education and economic development strategy. The contractor selected for Workforce Center Services will be responsible for:

1. Coordinating outreach, recruitment, screening, career pathways and determination and certification of eligibility of clients for Workforce programs or other available employment and training programs;
2. Coordination of participant supportive services, consistent with the rules and regulations of the various funding sources;
3. Compliance with the requirements of WIOA rules and regulations;
4. Compliance with the requirements of State of Texas SB 642 & HB 1863;
5. Compliance with the Texas Workforce Commission and Board rules and regulations;
6. Choices/TANF, NCP and SNAP program policies, rules and regulations;
7. Compliance with the requirements for Veterans Programs, Trade Adjustment Act programs, Employment Services programs, and Vocational Rehabilitation (VR) services and programs operated through TWC;
8. Compliance with all Texas Workforce Commission (TWC) Guidance Letters, TWC Technical Assistance Letters, TWC Directives including the TWC Financial Manual for Grants and Contracts;
9. Compliance with all Workforce Solutions Brazos Valley Board policies and procedures;
10. Maintain comprehensive year around WIOA youth programs;
11. Work closely with the Board's other contractors for child care, business services, teacher externship, summer earn and learn, HYPE Career Expo, AEL program, Vocational Rehabilitation (VR) services and programs operated through TWC, and other Board-run programs;
12. Support the HUD Family Self-Sufficiency program (FSS);
13. Host the Coalition of Brazos Valley Veterans Organizations;
14. Coordinating all marketing and outreach with the Board and the contractor for BSU;
15. Managing and directing the WCS staff at the Centers;
16. Providing opportunities for staff development and training;
17. Exceeding all performance measures for workforce development programs. These measures are presented in WSBVB's Integrated Plan and in this RFP;
18. Turn-key contractor or PEO will serve as the employer of record for WIOA, Vocational Rehabilitation (VR) Paid Work Experience program, Vocational Rehabilitation (VR) Summer Earn and Learn (SEAL) program, and Choices participants receiving wages for activities;
19. The contractor is responsible for implementing WSBVB's strategies and obtaining WSBVB's goals/objectives as presented in WSBVB's Integrated Plan for services. The plan may be viewed at www.bvjobs.org;
20. Manage staff and customer service in the resource room(s) and all 6 outlying office locations
21. Complete data entry as required by TWC and by WSBVB into the TWC system(s) and the local systems. Contractor shall be responsible for providing accurate information to BVCOG finance department daily to ensure the Individual Training Account (ITA) and Participant Cost system reflects accurate training and support services transactions and balances;
22. Maintain the confidentiality and security of all personally identifiable information (PII);
23. Maintain an inventory of all grant property and grant equipment used by the Centers. A yearly inventory will be conducted by the Contractor and provided to WSBVB and BVCOG to confirm

- possession of all grant property or grant equipment;
24. Use the WSBVB contractor evaluation system, WSBVB policies, procedures, directives, and WSBVB risk management. Contractor shall ensure diligence in managing programs, carry out appropriate monitoring activities, and take prompt corrective action against known violations of the legislation, regulations, applicable policies, contract provisions, and other requirements;
 25. Establish, maintain, and utilize internal program management procedures sufficient to provide for proper effective management and the prevention of fraud and abuse in all activities funded under the contract;
 26. Be liable for disallowed costs that may result from workforce center operation and services;
 27. Continuous improvement of the workforce center system; and
 28. Complaint and grievance procedures for workforce center customers and staff.
- A. Customer services for both employers and job seekers are currently conducted from seven Center locations. One of the goals of WSBVB is to improve access to a variety of workforce programs, reduce duplication and ensure that workers seeking employment information can get the information they need regardless of how or where they enter the employment and training system. The services that will be provided under Centers include, but are not limited to:
1. Recruitment at events as assigned by the Board or BSU contractor,
 2. Outreach of customers within Resource Room,
 3. Certification of eligibility of WIOA Participants and referral/assignment to appropriate activity or program,
 4. Coordination with Workforce Solutions Brazos Valley Board partners and contractors,
 5. Labor Market Information,
 6. Working with employers to determine employee skills requirements,
 7. Job development,
 8. On-the-job training contracts,
 9. Participates in job fairs and business service seminars as requested,
 10. Eligibility for Choice child care services,
 11. Referring qualified applicants to employers, and
 12. Choices, NCP and SNAP programs screening, assessment for barriers, and referrals.
- B. Employees of the Contractor and those employed by the Employer of Record (EOR) to assist in the operation of the workforce centers are subject to the exclusive control and supervision of the Contractor. Contractor is solely responsible for oversight, management, supervision, criminal background checks, hiring, firing, training, grievances, promotion, demotion, evaluation and reprimanding all such employees and coordination of employee benefits, including acting as trustee to the employee 401K program, and payroll with the EOR. The Contractor will be solely responsible for all aspects of workforce center management, operation, and staffing under the Proposal Options.
- C. Key measures for the operation of the workforce center system will be:
1. fiscal accountability to include adherence to utilization rates and monthly financial management;
 2. monthly program performance measures;
 3. successful achievement of Board goals;
 4. customer satisfaction rates and comments;
 5. staff training, staff turnover, staff longevity, staff accountability;
 6. partner integration and satisfaction;
 7. job placement and job retention measures;
 8. satisfactory performance against WSBVB's performance measures;
 9. monthly board reports in a format as determined by WSBVB; and

10. Ability to coordinate with WSBVB staff and other partners such as Blinn College, Region VI Educational Service Center, Madisonville Consolidated ISD Adult Education and Literacy, Vocational Rehabilitation (VR) services and programs operated through TWC, and WIOA Youth contractors.

OPERATIONAL PLAN FOR MANAGEMENT OF WORKFORCE CENTERS

Proposers should plan to manage the following services via the local Workforce Centers in such a manner that customers receive integrated services:

1. **Coordination of outreach and recruitment with Board contractor** is conducted to inform the community of the availability of the services of the Workforce Centers and the Brazos Valley Council of Governments. WSBVB and BSU contractor will continue, with the cooperation and assistance of the Centers, to implement a marketing campaign directed at both the business community and job seekers. The contractor is also expected to make regular presentations at Adult Education and Literacy functions and establish/maintain a presence at the Blinn College Bryan Campus.
2. The Centers operate under different **levels of service based on client need**: The level of service customers receive defines whether or not that individual will be reported in the participant count, needs only child care or is a business. Any customer will have access to basic career services and self-service tools without restrictions or additional eligibility requirements. These are universal services and contingent on available funds. Services that spend funds on an individual customer will require application and determination of eligibility. Intensive services and training services will require application and determination of eligibility also. For those completing eligibility and enrollment for services, reporting information will be required.
3. **Comprehensive assessment** of each participant's needs, basic skills, occupational skills, financial assets, educational background, prior work experience, employability, career interests and aptitudes and the need for supportive services is conducted. TABE, Work Keys Talent and Occupational Tests are given to determine skills deficiencies at a basic career service level. An analysis of this information is the basis for realistic employment and training goals, which the Center staff develops into an Individual/Family Employment Plan with the applicant in one or more sessions with a career counselor. Additional labor market information, such as demand occupations, immediate employers and training providers' data, is given to the applicant at this time so that he/she may make informed choices.
4. **Case management, counseling and follow-up** are provided to ensure achievement of positive client outcomes. This includes overview of program requirements, money management, career planning, employment counseling, resource development and maintaining a relationship with the customer as appropriate. It is the responsibility of the Workforce Center staff to insure that barriers to employment or training are overcome by the referral to appropriate resources and that the client feels that he/she has an advocate in achieving his/her career goals. It is also the responsibility of Workforce Center staff to serve as an advocate for the client in seeking informal resolution to complaints regarding quality of services. Workforce Center staff will do follow-up activities to document client outcomes. Documentation of these activities is recorded in both the clients automated and paper file.
5. **Written referral to appropriate resources**, based upon the applicant's identified needs and desires, is the next step in attaining the client's career goals. Selection of these resources is closely linked with supportive services, which will enable the participant to overcome some of the barriers that hinder progress in training or stand in the way of employment.
6. **Supportive Services** are discussed at the time of initial assessment. These currently include, but are not limited to, childcare, transportation assistance, GED testing, tools and uniforms, and testing for licensing or certification for employment. These services are provided on a case-by-case basis, as the need is identified and to the extent that funds are available. Center staff or the training provider may determine the need for supportive services, but authorization is only done by the Center staff. Staff will use a debit card system for support services.

7. **Coordination with State agencies and Community Organizations** – Co-located within the Centers are numerous partner agencies, including State and local agencies that assist in the One Stop concept. Currently TWC, through its partnership provides: verification of layoff/receipt of Unemployment Benefits; verification of applicant wages; certification of eligibility for and coordination with Trade Adjustment Assistance (TAA/TRA) and NAFTA dislocation benefits. TWC employees are currently assigned to do job search assistance (counseling and availability of job search seminars); placement assistance including direct referral to employers from job bank; verification of employment and wages at follow-up; referral to other Federal, State and local programs. Local TWC staff is under the day to day supervision of the Workforce Center Operator. Also partnered with the Centers are: Texas Health and Human Services Commission, Vocational Rehabilitation (VR) services and programs operated through TWC, Job Corps, the Texas Veterans Commission, the Texas Veterans Leadership Program, Adult Education and Literacy, HUD Family Self-Sufficiency program, and Aging and Disability Resource Centers. The Integrated Plan lists additional partners.
8. **Temporary Assistance for Needy Families (TANF) / Choices, Non-Custodial Parent (NCP) Program and Supplemental Nutrition Assistance Program (SNAP).** The purpose of these programs is to assist welfare recipients and food stamp recipients in the Region in becoming employed and self-supporting through participation in employment, education, and/or vocational training activities. Services are targeted to all TANF recipients and all SNAP recipients. The Choices Non-Custodial Parent (NCP) program serves low-income unemployed or underemployed noncustodial parents who are behind on their child support payments and whose children are current or former recipients of public assistance, helping them overcome substantial barriers to employment and career advancement while becoming economically self-sufficient and making consistent child support payments.
9. **Workforce Innovation and Opportunity Act Programs** The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers secure the employment, education, training and support services necessary to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The workforce development system consists of:
 - a. Employment and training services for adults, dislocated workers and youth
 - b. Wagner-Peyser employment services
 - c. Adult education and literacy programs
10. **Vocational Rehabilitation (VR) services and programs operated through TWC** that assist individuals with disabilities in obtaining employment through programs such as:
 - a. Coordination of Vocational Rehabilitation Summer Earn and Learn (SEAL) with WSBVB
 - b. Coordination of Vocational Rehabilitation Paid Work Experience with WSBVB
 - c. Coordination of Vocational Rehabilitation Student Hireability Navigator with WSBVB

Business Services

Business Services staff are located in Brazos County with one-person satellite offices run by the WCS in Burleson, Grimes, Leon, Madison, Robertson, and Washington counties. Current operations include seven staff including a manager, a lead, two outside sales representatives, a facilitator, and two inside staff managing and filling job postings. In addition, the BSU contractor will oversee by the Texas Model all Texas Workforce Commission Employment Services Merit Staff; Brazos Valley currently has six positions for the Texas Model.

Business Services – Employer Services and Operation

The Mission of WSBVB is to provide an exceptional, customer focused and continually improving workforce development system in the Brazos Valley region that exceeds customer expectations and enhances the availability of skilled, productive workers that complements the Region’s overall education and economic development strategy. The mission expects that Business Services, with Board cooperation, establishes and maintains an effective working relationship with the local business community and serves as a critical link between workforce services and employer needs.

A. The contractor will be responsible for:

1. Marketing Business services to employers to include enhancing market share, enhancing the credibility of services to employers, identifying employer needs, enhancing the depth of services to employers, and developing future labor market diversity in accordance with the Business Services plan;
2. Promoting the use of the full range of Texas workforce system services and facilities;
3. Identifying the specific employment needs of individual employers and providing the appropriate solutions available through the Texas workforce system;
4. Providing recruitment and placement assistance;
5. Obtaining and maintaining current information from local employers concerning their:
 - a. Labor need,
 - b. Employment and training opportunities, and
 - c. Other information to use in providing services to employers and job seeker.
6. 10-Week Reemployment Services and Eligibility Assessment Program (RESEA):
 - a. The WCS contractor will follow the Reemployment Services and Eligibility Assessment Program (RESEA) Program laws, rules, policies, and required procedures in accordance with TWC and federal guidance.
 - b. Tracking claimant’s activities and follow-up to gain credit for their employment and referring them to services if employment is not obtained.
 - c. Supervise Employment Services (ES) staff to ensure they are being serviced to get EP’s and assistance in finding jobs.
7. Utilize local market intelligence to ensure Business Services is focusing services on regional job demands;
8. Responsible for maintaining and administering the General Work keys/Talent Test in the Resource Room
9. Connect businesses to support WCS and CCS programs for job development, work experience, internships, on-the-job training (OJT), apprenticeship opportunities, and filling job postings.
10. Market all WCS, CCS, BVCOG, AEL, and VR services to businesses to increase market infiltration for job fairs, job postings, WOTC, etc.
11. Have 2 recruiters outside obtaining job postings and 2 recruiters inside working to fill higher level positions for employers (medical, finance, management, etc) – these are identified when the Business Services Specialists are out in the community discussing employment needs.
12. Review Trade Adjustment Assistance (TAA) placements for approval – must be done by Employer Services State Merit Staff.

13. Meet with the Board Program Manager on a weekly basis and with the BVCOG Executive Director on a monthly basis.
14. Provide Rapid Response services within 72 hours of notification by the Board.
15. Coordinate job development for WCS for Choices, SNAP, WIOA, and VR programs.
16. Participate in local community and Chamber of Commerce events in coordination with the Board.
17. Create a monthly calendar of events for distribution by the 15th of each month for the coming month; including web and social media based distribution.
18. Generate outreach materials approved by the Board.
19. Coordinate with the Board on Helping Youth Prepare for Employment (HYPE) Career Expo, local and state-wide job fairs, and other events.
20. Create a Youth outreach plan to be approved by the Board within 30 days of the contract start date.
21. Coordinating outreach, recruitment, screening, career pathways and determination and certification of eligibility of clients for Workforce programs or other available employment and training programs;
22. Compliance with the requirements of State of Texas SB 642 & HB 1863;
23. Compliance with the Texas Workforce Commission and Board rules and regulations;
24. Compliance with the requirements for Veterans Programs, Trade Adjustment Act programs, Employment Services programs, and Vocational Rehabilitation (VR) services and programs operated through TWC;
25. Compliance with all Texas Workforce Commission (TWC) Guidance Letters, TWC Technical Assistance Letters, TWC Directives including the TWC Financial Manual for Grants and Contracts;
26. Compliance with all Workforce Solutions Brazos Valley Board policies and procedures;
27. Work closely with the Board's other contractors for child care, workforce center, teacher externship, summer earn and learn, HYPE Career Expo, AEL program, Vocational Rehabilitation (VR) services and programs operated through TWC, and other Board-run programs;
28. Support the HUD Family Self-Sufficiency program (FSS);
29. Managing and directing the BSU staff at the Centers;
30. Providing opportunities for staff development and training;
31. Exceeding all performance measures for business services programs. These measures are presented in WSBVB's Integrated Plan and in this RFP;
32. The contractor is responsible for implementing WSBVB's strategies and obtaining WSBVB's goals/objectives as presented in WSBVB's Integrated Plan for services. The plan may be viewed at www.bvjobs.org;
33. Utilizing a customer relationship/management tracking system to ensure documentation exists for all outreach done by inside and outside sales staff;
34. Maintain the confidentiality and security of all personally identifiable information (PII);
35. Maintain an inventory of all grant property and grant equipment used by the Centers. A yearly inventory will be conducted by the Contractor and provided to WSBVB and BVCOG to confirm possession of all grant property or grant equipment;
36. Use the WSBVB contractor evaluation system, WSBVB policies, procedures, directives, and WSBVB risk management. Contractor shall ensure diligence in managing programs, carry out appropriate monitoring activities, and take prompt corrective action against known violations of the legislation, regulations, applicable policies, contract provisions, and other requirements;
37. Establish, maintain, and utilize internal program management procedures sufficient to provide for proper effective management and the prevention of fraud and abuse in all activities funded under the contract;
38. Be liable for disallowed costs that may result from business services operation and services;
39. Continuous improvement of the business services system; and
40. Complaint and grievance procedures for business services customers and staff.

- B. Business Services provided at Workforce Solutions offices shall include:
1. Coordinating outreach to promote the use of the services of the Workforce Solutions;
 2. Entry, review, and maintenance of job posting in WorkInTexas.com;
 3. Establishing and maintaining contacts and filling job postings,
 4. Specialized testing, including TABE and Workkeys/Talent Test;
 5. WorkInTexas.com technical assistance;
 6. Recruitment assistance;
 7. Information on employment-related issues;
 8. Employer training services;
 9. Coordinating rapid response to layoffs and business closures with the Board;
 10. Agricultural clearance including H2A and H2B job postings; and
 11. Work Opportunity Tax Credit (WOTC)
- D. Customer services for employers are currently conducted from seven Center locations. One of the goals of WSBVB is to improve access to a variety of workforce programs, reduce duplication and ensure that employers can get the information they need regardless of how or where they enter the system. The services that will be provided include, but are not limited to:
1. Recruitment,
 2. Outreach,
 3. Coordination with the Texas Workforce Commission and Board partners,
 4. Labor Market Information,
 5. Working with employers to determine employee skills requirements,
 6. Job development,
 7. On-the-job training contracts, and
 8. Participates in job fairs and business service seminars as requested.
- E. Employees of the Contractor and those employed by the Employer of Record (EOR) to assist in the operation of the workforce centers are subject to the exclusive control and supervision of the Contractor. Contractor is solely responsible for oversight, management, supervision, criminal background checks, hiring, firing, training, grievances, promotion, demotion, evaluation and reprimanding all such employees and coordination of employee benefits, including acting as trustee to the employee 401K program, and payroll with the EOR. The Contractor will be solely responsible for all aspects of workforce center management, operation, and staffing under the Proposal Options.
- F. Key measures for the operation of the workforce center system will be:
1. fiscal accountability to include adherence to utilization rates and monthly financial management;
 2. monthly program performance measures;
 3. successful achievement of Board goals;
 4. customer satisfaction rates and comments;
 5. staff training, staff turnover, staff longevity, staff accountability;
 6. partner integration and satisfaction;
 7. job placement and job retention measures;
 8. satisfactory performance against WSBVB's performance measures;
 9. monthly board reports in a format as determined by WSBVB; and
 10. coordinating with WSBVB staff and other partners such as Blinn College, Madisonville Consolidated ISD Adult Education and Literacy, Vocational Rehabilitation (VR) services and programs operated through TWC, and WIOA Youth contractors.

Proposal Conditions

1. The individual or entity selected for contract consideration must meet the requirements of the Board's key control certification system to ensure the financial integrity of the entity or individual prior to contract execution. The Board or its designee will also conduct this review of financial integrity prior to any renewal of the contract resulting from this procurement. These key control measures include a review of the entity's demonstrated capability to:
 - A. Account for program income in accordance with Federal regulations;
 - B. Budget and appropriately allocate resources and revenues;
 - C. Use and monitor encumbrances;
 - D. Maintain proper cash management;
 - E. Properly record, credit, deposit or disburse in a timely manner cash and cash equivalents;
 - F. Maintain collateral agreements in place that are sufficient to protect balances in excess of Federal Deposit Insurance Corporation (FDIC) coverage;
 - G. Timely resolve questioned costs and the repayment of disallowed costs by the Boards' contracted child care, workforce services, and business services providers;
 - H. Safeguard fixed assets;
 - I. Ensure that all purchases are reasonable and necessary;
 - J. Maintain separate duties as they relate to cash, fixed assets, property, and other Board and Board contracted workforce service provider resources;
 - K. Properly record fixed assets in the accounting system;
 - L. Properly authorize payroll expenditures, accurately recording payroll expenditures in a timely manner, and properly classifying those in the correct accounting period;
 - M. Properly manage, authorize and record travel expenditures that are reasonable and necessary;
 - N. Retain sufficient supporting documentation regarding authorization of all purchases;
 - O. Enter only authorized, accurate transactions in the accounting system;
 - P. Separate the duties of authorizing source documents and the duties of entering records into the accounting system;
 - Q. Use the Board's "paperless" document system for participant records and retain records in accordance with the applicable rules and regulations; and
 - R. Conduct audits in accordance with applicable federal circulars and state policies.
 - S. Key control measures shall include the following provisions for ensuring that Boards' contracted workforce service providers are meeting performance measures in compliance with requirements contained in:
 - a. Federal and state statutes and regulations and directives of the Commission;
 - b. OMB circulars applicable to the entity, such as OMB Circular A-21, A-87 or A-122, and as supplemented by the Rules promulgated by the Office of the Governor under the Uniform Grant Management Standards (UGMS);
 - c. Review and consideration of the contracted workforce service provider's history during the four-year period before the contract with the Board of adverse judgments or any adverse finding (such as administrative findings from an audit or sanction by the Commission, a Board, or a court of law); and
 - d. any other safeguards chosen by the Boards that are designed to ensure, through oversight and management by the Board, the proper and effective use of funds placed under the control of the Boards' contracted service providers.
2. Entities or individuals selected through this procurement must comply with all TWC standards of conduct and conflict of interest provisions.
3. Indirect costs and profit will be limited to a combined amount of no more than a percentage of the operations expenditure (not including training, support service and direct client expenditures). The amount of indirect

costs and profit will be negotiated with WSBVB.

4. All funds provided under contracts as a result of this procurement must be protected through bonds, insurance, escrow accounts, and cash on deposit or other methods to secure the funds consistent with TWC rule 801.55.
5. The entity or organization selected for contract consideration must take appropriate steps to maintain the separation of the authority between the Board and the managing director(s) consistent with the terms of the contract.
6. All proposals must include insurance coverage for property, automobile, volunteers, and general liability:
 - A. Professional Liability \$1,000,000 limit, \$1,000 deductible;
 - B. Employee Bonding \$400,000 limit, \$1,000 deductible;
 - C. General Liability \$3,000,000 general aggregate limit, \$1,000,000 per occurrence to automobile coverage for employees and volunteers using automobiles for work;
 - D. Errors and Omission insurance; and
 - E. Statutory Workers Compensation & Employers Liability.

Note: The cost of insurance may be included in the proposal budgets with the exception of Errors and Omission insurance.

7. Workforce Solutions Brazos Valley reserves the right to accept or reject any or all proposals submitted. Workforce Solutions Brazos Valley also reserves the right to make no award as a result of this RFP.
8. Workforce Solutions Brazos Valley is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
9. This RFP does not commit Workforce Solutions Brazos Valley or its contractors to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
10. The intent of this RFP is to identify the various contract alternatives and estimates of costs for the services (or products) that are being solicited. Workforce Solutions Brazos Valley is under no legal requirement to execute a contract from any proposal submitted.
11. Proposers shall not make any contact with, or make offers of gratuities or favors, to any officer, employee, or member of WSBVB, contractors or elected official in the Brazos Valley region, or representative or officers of the Texas Workforce Commission, other than according to provisions noted in this RFP. Violation of this instruction will result in immediate rejection of the proposal.
12. Workforce Solutions Brazos Valley specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of Workforce Solutions Brazos Valley.
13. All proposals and their accompanying attachments will become the property of Workforce Solutions Brazos Valley after submission and materials will not be returned.
14. The contents of a successful proposal may become contractual obligations, if a contract is awarded. Failure of the proposer to accept those obligations may result in the elimination of the proposal from the selection process. The contents and requirements of this RFP may be incorporated into any legally binding and duly negotiated contract between Workforce Solutions Brazos Valley and the selected contractor.
15. Workforce Solutions Brazos Valley will make payments within 30 days of receipt of accurate invoice with support documentation of allowable costs from vendor.
16. WSBVB reserves the right to cancel the contract if the contractor fails to perform as agreed, or for convenience if it is in the best interest of WSBVB.
17. This is a negotiated procurement utilizing the Request for Proposal method, and as such, award does not have to be made to the respondent submitting the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies WSBVB's requirements.
18. WSBVB will request selected proposer(s) to participate in contract negotiations at the WSBVB office at 3991 East 29th Street, Bryan Texas.
19. Any business, or any branch, division, or department of that business, engaged with the Board in a contract for services that involves a public subsidy will not knowingly employ an undocumented worker. If a contractor

doing business with the Board is convicted of a violation under 8 USC S.1324a (unlawful employment of undocumented workers) that business shall repay the amount of the public subsidy with interest not later than the 12th day after the business is notified of the violation. The interest rate applied to the repayment is 15%.

Debriefing and Appeal Process

STEP 1: Request for Debriefing - Proposers not selected by this procurement process may appeal the decision by submitting, within 10 days of the receipt of WSBVB notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The WSBVB shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. NOTE: A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding; the 10 day time frame must be adhered to only if a bidder or 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 proposers understand why they were not selected. Debriefings serve an important educational function for new proposers. Debriefings will help them to improve the quality of future proposals. Additionally, staff hears direct feedback to help improve future procurements.

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

STEP 4: Formal Hearing - Upon receipt of the letter of protest, the WSBVB Chairperson or their designee shall contact the proposer to arrange for an appeals conference to be held within 21 days of the notice of protest. The Appeals Conference shall be held at a designated place and at a date and time to be mutually acceptable to both parties. An Appeals Committee shall conduct the Appeals Conference and shall consist of the Board Chairperson (or designee) who shall chair the committee, the 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.

Applicable Rules and Conditions

This procurement and the resultant contract are subject to all applicable rules, regulations and policies promulgated by the Texas Workforce Commission and 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 contact any individual, agency employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and to request additional information from any proposer.

WSBVB also reserves the right to conduct a review of records, systems, and 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 proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.

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.

WSBVB reserves the right to extend any contract resulting from this Request for Proposal. Such extension will be based on vendor performance and funding availability and may be for any period up to 3 years beyond the initial fiscal year.

Proposal Narrative Instructions

Respond to the appropriate Option narrative instructions. The proposal narrative should fully address each of the narrative items. Keep in mind that your proposal will be reviewed for completeness of each response, clarity of the response, demonstrated knowledge of requested services, and applicable program laws, rules, and requirements. The proposal narrative must present each question and the response to that question.

Workforce Center System Services

Proposal Narrative Instructions

Provide the requested information in the format presented below. Provide thorough descriptions for all elements. Ensure that your narrative is consistent with the rest of the proposal submission. State each question completely and provide your response.

A. Program Knowledge

1. Describe your organization's knowledge and experience with Texas workforce center system, its functions and its reporting requirements.
2. Describe your organization's knowledge and experience with each of the following programs
 - a. Workforce Innovation and Opportunity Act (WIOA) to include Adults, Dislocated Workers, and Youth programs
 - b. Temporary Assistance to Needy Families (TANF)/Choices
 - c. Employment Service Programs (ES)
 - d. Supplemental Nutrition Assistance Programs (SNAP)
 - e. Non-Custodial Parent (NCP) Programs
 - f. Trade Adjustment Assistance (TAA) Programs
 - g. Vocational Rehabilitation (VR) services and programs operated through TWC
 - h. Adult Education and Literacy (AEL)
3. Describe the Project Director's and on-site Managing Director's outside resources for management and program advice and expertise. What are the experiences and qualifications of these resources?

B. Proposed Management Approach

1. Describe your proposed approach to coordinating with the Board in managing the Workforce Solutions Brazos Valley workforce center system. Include your approach to building your management team and incorporating continuous improvement into the management of the workforce center system.
2. Describe your approach to managing workforce center system budgets and cost allocation on a daily, weekly and monthly basis.
3. Describe your strategy, actions and staffing decisions to provide each of the following services:
 - a. Outreach and intake of potential customers
 - b. Assessment of customer needs
 - c. Testing/assessment of customer job skills and skills gaps
 - d. Development of an employment plan for each customer
 - e. Identification/selection of customers for skills training
 - f. On-going case management of program participants
 - g. Job development efforts

- h. Job placement efforts
 - i. Follow up of participants
4. Describe your approach to managing human resources and directing staff to achieve high levels of performance and customer service. Describe your management style. Submit a proposed organization chart to include all positions.
 5. To what extent is the on-site managing director empowered to make decisions of hiring, firing, funding of participants, small bid and micro procurements? Describe what decisions may be made by the on-site managing director and what decisions are to be made by a corporate headquarters, if any.
 6. How do you propose to implement Workforce Solutions Brazos Valley goals through the operation of the workforce center system? Include specific details describing your proposed strategies and benchmarks for those strategies.
 7. What steps will you take to ensure that all Workforce Solutions Brazos Valley contracted and managed performance measures are exceeded? Please identify and explain proposed strategies for exceeding each of the required performance measures.
 8. What actions will you take to address program performance deficiencies? Please explain what systems and processes you will put into place to identify program deficiencies and to address these deficiencies (i.e. quality assurance and corrective action procedures). How will staff be held accountable for performance outcomes?
 9. Describe your approach to coordinating job seeker services with business services.
 10. How will you make the connection between labor force supply and labor market demand? How will you align service strategies with employer and job seeker needs?
 11. Describe your plan to complete a smooth transition from the current contractor to your organization. Include staff involved in the transition who will read files and steps to the transition process.
 12. Discuss your strategy for assessing current workforce center staff, any proposed probationary period, recruiting any needed additional staff, and negotiating salaries.

C. Professional Experience

1. Describe the on-site manager's experience with building an effective and diverse management team. Include significant achievements made by the organization that were a result of those management efforts.
2. Describe your demonstrated effectiveness in managing people and systems to address customer focus, customer service and customer satisfaction.
3. Describe your experience in developing and managing budgets from multiple funding sources to obtain organizational goals.
4. Describe your experience with federal and state accounting practices and principles.
5. Describe the on-site manager's specific experience managing workforce center operations and achieving required performance measures.
6. Include a chart showing performance for all TWC performance measures (to include contracted performance level and actual performance level) for ALL workforce center contracts over the last five years.

D. Proposed Budget and Fiscal Capacity/Integrity

1. Budgets – Using the Excel spreadsheets budget form provided at www.bvjobs.org with this RFP present a line item budget for a twelve (12) month budget period, detailing all of your proposed costs to WSBVB the proposed programs to include all staff positions and related costs. Proposals submitted using a Professional Employer Organization (PEO) must clearly show employer of record costs and fees, if any. Include a budget narrative that describes each cost item and how it was calculated. Should your proposal be selected for consideration these budgets will be the basis for negotiating the contract amount. Do not

include office space, office equipment, general supplies, janitorial, IT services; these items are provided by the Board.

2. How do you propose to pay disallowed costs should such costs occur in the course of workforce center operations under your management? What are the sources of these funds?
3. The Texas Administrative Code, Chapter 801.54 Board Contracting Guidelines, include fiscal integrity provisions, method to secure funds to cover losses, standards or conflict and disclosures that the Board and its contractors must satisfy. At least 10% of the funds of the potential contract must be protected through bonds, insurance, escrow accounts, cash on deposit, or other methods to secure the funds consistent with the rule. **Describe in detail how you will address this requirement.** Please note that funds already committed to another contract may not be used to secure another contract amount.
4. As this is a cost reimbursement contract, proposers are required to attach documentation from a financial institution demonstrating they have adequate cash flow to operate this contract.

Business Services Unit

Proposal Narrative Instructions

Provide the requested information in the format presented below. Provide thorough descriptions for all elements. Ensure that your narrative is consistent with the rest of the proposal submission. State each question completely and provide your response.

A. Program Knowledge

1. Describe your organization's knowledge and experience with Texas workforce center system, its functions and its reporting requirements.
2. Describe your organization's knowledge and experience with each of the business services program.
3. Describe the Project Director's and on-site Managing Director's outside resources for management and program advice and expertise. What are the experiences and qualifications of these resources?

B. Proposed Management Approach

1. Describe your proposed approach to managing the Workforce Solutions Brazos Valley Business Services Program. Include your approach to building your management team and incorporating continuous improvement into the management of Business Services.
2. Describe your approach to managing Business Services budgets and cost allocation on a daily, weekly, and monthly basis.
3. Describe your strategy, actions and staffing decisions to provide each of the following services:
 - a. Coordinating outreach and intake of potential customers
 - b. Assessment of customer needs
 - c. Managing events
 - d. Job development efforts
 - e. Job placement efforts
 - f. Follow up with employers
 - g. Managing customer relationship information
4. Describe your approach to managing human resources and directing staff to achieve high levels of performance and customer service. Describe your management style. Submit a proposed organization chart to include all positions.
5. To what extent is the on-site managing director empowered to make decisions? Describe what decisions may be made by the on-site managing director and what decisions are to be made by a corporate headquarters, if any.
6. How do you propose to implement Workforce Solutions Brazos Valley goals through the operation of the Business Services program? Include specific details describing your proposed strategies and benchmarks for those strategies.

7. What steps will you take to ensure that Workforce Solutions Brazos Valley contracted and managed performance measures assigned to Business Services are exceeded? Please identify and explain proposed strategies for exceeding each of the required performance measures.
8. What actions will you take to address program performance deficiencies? Please explain what systems and processes you will put into place to identify program deficiencies and to address these deficiencies (i.e. quality assurance and corrective action procedures). How will staff be held accountable for performance outcomes?
9. How will you hold the business services unit operation accountable to WSBVB?
10. Describe your efforts to coordinate with WSBVB staff and with other partners.
11. Describe your approach to building and maintaining an effective business services unit within the workforce centers. What are its functions? How will this unit's success be measured?
12. Describe your approach to coordinating job seeker services with business services.
13. How will you make the connection between labor force supply and labor market demand? How will you align service strategies with employer and job seeker needs?
14. Discuss your strategy for assessing current business services staff, any proposed probationary period, recruiting any needed additional staff, and negotiating salaries.
15. Include a proposed organizational chart and flow chart showing how BSU would integrate with WCS operator.

C. Professional Experience

1. Describe the on-site manager's experience with building an effective and diverse management team. Include significant achievements made by the organization that were a result of those management efforts.
2. Describe your demonstrated effectiveness in managing people and systems to address customer focus, customer service and customer satisfaction.
3. Describe your experience in developing and managing budgets from multiple funding sources to obtain organizational goals.
4. Describe the on-site manager's specific experience managing workforce center operations and achieving required performance measures.
5. Describe experience with Texas Model for Management of Employer Services State Merit Staff.

D. Proposed Budget and Fiscal Capacity/Integrity

1. Budgets – Using the Excel spreadsheets budget form provided at www.bvjobs.org with this RFP present a line item budget for a twelve (12) month budget period, detailing all of your proposed costs to WSBVB the proposed programs to include all staff positions and related costs. Proposals submitted using a Professional Employer Organization (PEO) must clearly show employer of record costs and fees, if any. Include a budget narrative that describes each cost item and how it was calculated. Should your proposal be selected for consideration these budgets will be the basis for negotiating the contract amount. Do not include office space, office equipment, general supplies, janitorial, IT services; these items are provided by the Board.
2. How do you propose to pay disallowed costs should such costs occur in the course of business services operations under your management? What are the sources of these funds?
3. The Texas Administrative Code, Chapter 801.54 Board Contracting Guidelines, include fiscal integrity provisions, method to secure funds to cover losses, standards or conflict and disclosures that the Board and its contractors must satisfy. At least 10% of the funds of the potential contract must be protected through bonds, insurance, escrow accounts, cash on deposit, or other methods to secure the funds consistent with the rule. Describe in detail how you will address this requirement. Please note that funds already committed to another contract may not be used to secure another contract amount.

4. As this is a cost reimbursement contract, proposers are required to attach documentation from a financial institution demonstrating they have adequate cash flow to operate this contract.

Required Attachments

The following documents are required for each proposal. Proposals missing any of the required attachments will be deemed non-responsive and will not be considered in the evaluation process.

- A. Administrative Management Survey;
- B. Financial Systems Survey;
- C. Signed Certification of Bidder;
- D. Signed Certification Regarding Debarment Lobbying Drug-free Work Place;
- E. Signed Certificate Regarding Conflict of Interest;
- F. Certification Regarding Texas Corporate Franchise Tax;
- G. Personnel Policies Assurance;
- H. Table describing employee benefits;
- I. Assurances & Certifications;
- J. Resumes and Job Descriptions for Administration and Management staff;
- K. Job Descriptions for program staff;
- L. Copies of the three most recent annual monitoring reports (either from a grantor agency or from another Workforce Board, pertaining to your operations of grants and/or programs) and corrective actions implemented to address any findings in these reports.
- M. Standard Operating Procedures (SOPs)
- N. Audit Summary Reports and detail of any audit exceptions for two most recent years;
- O. Un-audited financial statements for time since most recent audit; and
- P. Certificate of Historically Under-utilized Business (HUB), if applicable.

**WSBVB
Proposal for the WSBVB Programs Management and Operation**

Proposal Cover Sheet

Name of Proposer:

Mailing address:

Physical address (if different):

Phone Number:

Email Address:

Proposal contact person:

Title:

Contract signatory authority:

Title:

Proposal Option: **A. WCS** _____ **B. BSU** _____

Fund Amount Proposed: **A: \$** _____ **B:\$** _____

Tax/Legal Status: Corporation Sole Ownership Private For Profit
 Partnership Other Public Non-Profit

Date Established:

State Controller Identification Number:
(If available)

Federal Taxpayer ID Number (FEIN):

Is proposer certified as a historically underutilized business? Yes No
If yes, attach copy of certification as Attachment R to your proposal

**ATTACHMENT A
ADMINISTRATIVE MANAGEMENT SURVEY**

Company/Organization: _____

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

Question	Yes	No	N/A
1. Does your organization have current Articles of Incorporation?			
2. Does your organization have written personnel policies?			
3. Do your written personnel policies contain procedures for:			
a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills; _____			
b. Providing equitable and adequate compensation; _____			
c. Training of employees to assure high-quality performance; _____			
d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance; _____			
e. Assuring fair treatment of applicants and employers in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and _____			
f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?			
1. If your organization does not have the procedures noted above, could your personnel policies be revised expeditiously to include these procedures?			
2. Do your written personnel policies contain a prohibition against nepotism?			
3. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?			
4. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and/or per diem at a specified rate?			
5. Does your organization have a written employee grievance procedure used to resolve complaints?			
6. Does your organization have the capacity or staff to produce and maintain records on project participants and/or other customers as well as other management information that may be needed?			

7. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to the Board?			
8. Does your organization have a State Comptroller Vendor Number?			
9. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council?			
10. Does your organization operate under local rules or by-laws?			
11. Has your Board/Council reviewed and approved this proposal for submission?			
12. Does your organization have a current approved fidelity bond?			
13. Does your organization have an EEO/affirmative action plan?			
14. Does your organization have a complaint or grievance process for customers?			
15. Does your organization have a Complaint Monitor?			
16. Does your organization ensure that Personally Identifiable Information (PII) is safeguarded and meets the requirements in Training and Employment Guidance Letter (TEGL) 39-11, Guidance on the handling and protection of Personally Identifiable Information? https://wdr.doleta.gov/directives/attach/TEGL/TEGL_39_11.pdf And the guidance provided by the Texas Workforce Commission in WD Letter 13-13? http://www.twc.state.tx.us/files/partners/13-13-twc.pdf			
17. Does your organization agree to comply with WIOA required language of: When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing project or programs funded in whole or in part with Federal money, all recipients of federal funds shall clearly state: 5.12.1 The percentage of the total cost of the program or project which will be financed with Federal money, 5.12.2 the dollar amount of Federal funds for the project or program, and 5.12.3 the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources?			
18. Does your organization agree to comply with 2 C.F.R. §2900.13, which requires licensing to the public all work created with DOL funds under a creative commons Attribution 4.0 (CC BY) license. Work that must be licensed under the CC BY includes by new content created with DOL funds and modifications made to pre-existing, recipient-owned content using DOL funds? https://creativecommons.org/			
19. Does your organization agree to comply that none of the funds made available by WIOA may be awarded or obligated to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, or allied organizations, in accordance with Public Law 114-113, Division H, Title V, Section 522?			
20. Does your organization agree that none of the federal funds made available by this grant award may be provided in identified flood-prone communities, as stated in the Flood disaster Protection Act of 1973, as amended, 42 U.S.C. 400 et seq., which provides that no federal financial assistance to acquire, modernize or construct property may be provided in identified flood prone communities in the United States,			

<p>unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA. New Flood Maps Official FEMA Flood Maps - New and Preliminary FEMA Flood Zone Maps</p>			
<p>21. Do you agree to comply with 15 U.S.C. §2225a, all space for conferences, meetings, conventions or training seminars funded in whole or in part with Federal funds must comply with the protection and control guidelines of the Hotel and Motel Fires Safety Act (P.L. 101-391, as amended)? You can conduct a search to determine if a property is in compliance. List of approved hotels and motels for federal travelers</p>			
<p>22. Does your organization agree that grant award funds shall be used in compliance with the Federal requirements against Prohibition on trafficking persons found in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. §7104(g)) http://www.kellyservices.us/uploadedfiles/3-kelly_global_Services/content/sectionless_pages/human%20Trafficking_eng.pdf</p>			
<p>23. Does your organization agree to not use Federal Funds for contracting with corporations with felony convictions? Prohibited from entering into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months?</p>			
<p>24. Does your organization agree to not entering into any memorandum of understanding or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or lapsed and that is not being paid in a timely manner? You may check the federal level here: https://www.sam.gov/portal/SAM/#1#1 and the State level here: Taxable Entity Search</p>			
<p>25. Does your organization agree that no federal funds are made available under this grant award and may not be used for any contract with any foreign incorporated entity which is treated as an inverted domestic corporation under §835 (b) of the Homeland Security Act of 2002 (6 U.S.C. §395 (b)) or any subsidiary of such an entity.</p>			
<p>26. Does your organization agree that no Federal funds made available under this Grant award shall be used in violations of the privacy act. These funds cannot be used in contravention of the 5 U.S.C. § 552a or regulations implementing that section. TWC Website Privacy & Security Information</p>			
<p>27. Does your organization agree that no federal funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by DOL prior to December 18, 2015 List of Products Produced by Forced or Indentured Child Labor</p>			

<p>28. Does your organization agree that federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the abortion is due to a pregnancy that is the result of rape or incest? To check Texas Insurance, click below: http://www.obamacareabortion.com/texas</p>			
<p>29. Does your organization agree that no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in schedule 1 of the schedules of controlled substances established under §202 of the controlled Substances Act except for normal recognized executive-congressional communications or where the grant agreement provides for such use because there insignificant medical evidence of a therapeutic advantage to the use of such drug or other substance?</p>			
<p>30. Does your organization agree that no federal funds shall be used to purchase sterile needles or syringes of the hypodermic injection of any illegal drug?</p>			
<p>31. Does your organization agree that no Federal funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading and exchanging of pornography?</p>			
<p>32. Does your organization agree that pursuant to WIOA §181 (e), no funds received shall be used for foreign travel?</p>			
<p>33.</p>			
<p>34.</p>			
<p>35.</p>			
<p>36.</p>			
<p>37.</p>			
<p>38.</p>			

Any changes to these responses must be sent in writing no later than 30 days from the change

Name _____ Title: _____

Signature: _____ Date: _____

FINANCIAL SYSTEMS SURVEY

PROPOSER: _____

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

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

Any changes to these responses must be sent in writing no later than 30 days from the change

Name _____ Title: _____

Signature: _____ Date: _____

**ATTACHMENT D
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT E
CERTIFICATION REGARDING LOBBYING

This certification is required by the Federal Regulations Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. 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 Congress, or an employee or a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. 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 contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Name of Organization/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT F
CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies it will provide a drug-free workplace by:

1. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
2. Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
3. Providing each employee with a copy of the contractor's policy statement;
4. Notifying the employees in the contractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the contractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
5. Notifying the Board within ten (10) days of the contractor's receipt of a notice of a conviction of any employee; and,
6. Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT G
CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this proposal, Proposer covenants and affirms that:

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

Name of Organization/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT H
CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

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

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

Indicate the certification that applies to your subcontracting entity:

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

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

Name of Business: _____

Type of Business (if not corporation): Sole proprietor

Partnership

Other

IRS Tax Number: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date of Completion and Signature: _____

**ATTACHMENT I
PERSONNEL POLICIES ASSURANCE**

In lieu of submitting the organization's complete personnel policies and procedures proposers must complete this assurance that their personnel policies address at a minimum the following elements. Personnel policies and procedures will be verified as a part of the pre-award review should the proposal be selected for consideration.

- Terms and conditions for employment
- Employee compensation and fringe benefits
- Holidays, vacation and sick leave,
- Travel policies and reimbursement of travel expenses
- Conflict of interest policy
- Employee grievance procedures
- Employee code of conduct.

Personnel Policies and Procedures for _____ do address the elements checked above.

I understand that the verification of the adequacy of personnel policies and procedures will be a part of the pre-award review should this organization be selected.

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT J
PROPOSED EMPLOYEE BENEFITS

Submit a table/matrix detailing the employee benefits proposed in your administration of CCS, WCS, BSU or all. Include the cost for employees as well as the cost to the Board contract. Also include 401K or other retirement benefits.

**ATTACHMENT K
ASSURANCES AND CERTIFICATIONS**

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

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

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

- WIOA
- Title Vi of the Personal Responsibility and Work Opportunity Act of 1996
- PL 88-352 Civil Rights Act of 1964
- 42 USC12001 American with Disabilities Act of 1990
- PL 93-112 Rehabilitation Act of 1973
- 40 TAC § Texas Administrative Code, Article 40, Part I, Chapter 73 Subpart A
- Assurances required for the Child Care program, Chapter 809 Texas Workforce Commission Administrative Code
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972
- Texas Government Code §2264.051

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

Signature

Proposing Organization

Typed Name and Title

Date

ATTACHMENT L
RESUMES/JOB DESCRIPTIONS ADMINISTRATION/MANAGEMENT

Please submit resumes and job descriptions for each administrative staff position and Management staff position. Include resumes and job descriptions of corporate support staff (i.e. accounting, oversight, personnel, etc.) paid in full or in part from the Board's contract.

ATTACHMENT M
RESUMES/JOB DESCRIPTIONS PROGRAM STAFF

ATTACHMENT N
MONITORING REPORTS

Copies of the three most recent annual monitoring reports (either from a grantor agency or from another Workforce Board, pertaining to your operations of grants and/or programs) and state corrective actions implemented to address any findings in these reports.

ATTACHMENT O
STANDARD OPERATING PROCEDURES

Include in your proposal your Standard Operating Procedures (WCS and BSU, with SOPs for each or all programs).

These may be submitted on computer CD or USB drive.

Each proposal copy must have the complete SOPs for the program(s) you are proposing to manage.

**ATTACHMENT P
AUDIT REPORTS**

Please submit a copy of your audit Summary Reports and detail of any audit exceptions for two most recent years.

ATTACHMENT Q
UNAUDITED FINANCIAL STATEMENT

Please submit a copy of your un-audited financial statements for the period since the most recent audit.

	WCS	BSU
Budget Item	Amount Requested	Amount Requested
Program Personnel Salary Totals		
Brazos County		
Burleson County		
Grimes County		
Leon County		
Madison County		
Robertson County		
Washington County		
Other Program Personnel (attach detail)		
Benefits (attach detail)		
Child Care Client Services		
Child Care Provider Services		
Child Care Financial Services		
Administration/Management Personnel		
On-Site administration/management personnel		
Corporate (off-site) personnel		
Indirect Cost (attach detail)		
Management Fee or Administrative Fee		
Staff Travel (attach detail)		
Staff Development (attach detail)		
Supplies/materials (attach detail)		
PEO/EOR costs (attach PEO/EOR cost summary chart)		
Insurance		
Other costs (attach detail)		
Subtotal		
Profit		
Total Budget		
Overall Cost per Staff		

Proposed Staffing – Workforce Solutions Brazos Valley

Instructions: Complete One form for Program Staff AND One Form for Administrative/Management Staff for each program option for which you are submitting a proposal (i.e. two for CCS, two for WCS, two for BSU)

Proposers Name:

Program (WCS/BSU):

Staffing (Check One): _____ Administration/Management Staff _____ Program Staff

Position Title	Annual Salary	Annual Benefits	Salary + Benefits	# of staff per position	Full/Part Time	Total Cost (salary plus benefits x number of staff in position)	Funding Source	
							Board Funds	Other Source
TOTALS:	\$	\$	\$	\$		\$	\$	\$

BUDGET DETAIL SHEET A

Complete each Budget Detail Sheet for each Program: WCS and BSU

Proposer's Name _____

Instructions: Show the calculations and explain each of the costs identified below.

Attach narrative pages as necessary to explain and justify costs

A. Fringe Benefits

B. Indirect Cost or Administrative Fee

C. Staff Travel

D. Staff Development

E. Supplies/Materials

BUDGET DETAIL SHEET B

Complete each Budget Detail Sheet for each Program: WCS, and BSU

Proposer's Name _____

Instructions: Show the calculations and explain each of the costs identified below.

Attach narrative pages as necessary to explain and justify costs

F. Insurance

G. Profit

H. Other

I. Other

J. Contributed Resources: Detail resources from other sources to be contributed.

PEO/EOR Costs Summary

One-Time Costs		
	One-Time Amount	Cost per Employee
Initial Set-up Fees		
Retirement Plan (401k, etc.)		
Cafeteria or 125 Plan Option		
Database Creation Fee		
COBRA Notification Fee		
Other "Must Have" Requirements		
Other "Preferred" Requirements		
Terminating Current Employees		
Adding New Employees		
Other Initial Set-up fees not listed [describe]		
TOTALS	\$ -	\$ -

Monthly Costs		
	Monthly Amount	Cost per Employee (for Contract Period)
On-going Administration Fees		
Basic Admin Fee		
Retirement Plan Fee		
Cafeteria Plan Fee		
Form 5500 Preparation/Filing Fee		
Retirement Plan		
Cafeteria Plan		
Other not listed		
TOTALS	\$ -	\$ -
TOTAL (PLUS ONE-TIME FEES)	\$ -	

*Transfer to Budget Summary Page