



Request for Qualifications #RFQ-13190401

Child Care Services Quality Improvement Training Activities

ISSUANCE DATE:	January 31, 2019
PRE-PROPOSAL TELE-CONFERENCE	February 6, 2019 at 10 a.m.
PROPOSAL DUE:	February 22, 2019 by 12 noon
EVALUATION PERIOD	February 22 – 26, 2019
CONTRACT NEGOTIATIONS BEGIN:	February 27, 2019

**Heart of Texas Workforce Development Board, Inc.
dba Workforce Solutions for the Heart of Texas**

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PART 1 BACKGROUND AND PURPOSE

1.1 Background

The Board of Directors for the Workforce Solutions for the Heart of Texas Board (Board), a nonprofit 501©3, is a volunteer body appointed by the Chief Elected Officials of the six-county region (Falls, McLennan, Hill, Bosque, Freestone and Limestone). The Board is composed of individuals living in the area who represent local employers, organized labor, economic development, education, community-based organizations, state employment services, state human services department and state rehabilitation services. The majority of the members and the appointed Chair of the Board is representative of private sector employers, as these are the primary customers of the workforce development system. One aspect of the system is child care services.

The mission of the Board is to support economic development through identification, advocacy for, and facilitating the development of a quality workforce and worker supports in the six county Heart of Texas area. Through the administration of the child care subsidy programs under its purview, the Board aims to assist employers to retain a qualified and experienced workforce, to assist families to achieve, maintain and advance in occupations and careers, and to promote the healthy development and early education of the future workforce in the region. The Board's objective is to ensure that these services are delivered in an efficient and customer-oriented manner to strategically enhance the economic vitality of this region.

1.2 Purpose of Solicitation

This Request for Qualifications (RFQ) solicits proposals for child care provider training activities for the Board, beginning January 31, 2019. The Board's intent by this solicitation is to contract with an entity to provide child care training activities that result in increased quality of child care through the development of leadership and administrative skills of CCS staff.

This RFQ provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information to prepare a response. This RFQ guides the preparation of a responsive proposal to meet the Board's objectives.

Subject to the availability of funding, the contract period will be one year. The Board reserves the right to offer up to four one-year (twelve month) extensions of the contract based on the evaluation of the services, achievement of annual project evaluation, availability of funds, and capacity of the contractor to meet new or revised goals, objectives and standards of the Board.

1.3 Solicitation Process

This RFQ document and procurement process complies with all applicable Federal, State and local policies governing procurements under the grant funds to be contracted as a result of this process. This procurement provides a standardized method of ensuring open, free, maximum competition in the solicitation for the provision child care training activities. This document contains the necessary background, requirements, instructions, specifications for submitting a response to this solicitation, and the proposal evaluation/selection process. This is not a purchase agreement, contract, or commitment to purchase the solicited services, nor does it commit the Board to pay for any costs incurred in preparation of a response to this RFQ.

Contractual obligations will be negotiated with the successful proposer. Failure to successfully agree on the terms, conditions, and obligations within 30 days can result in termination of negotiations for a contract, and the Board reserves the right to open negotiations with the second highest ranked offeror. Additionally, the Board reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the proposal/contract.

1.4 Eligibility to Respond

Proposals will be accepted from any private for-profit agency, state or local unit of government, private non-profit organizations, educational agency, or individuals. Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFQ. Proposers must also have a proven record of past performance in providing the requested or similar services and not be debarred and/or suspended from conducting business with Federal and State funded agencies. No contract(s) will be awarded to any Proposer(s) who are on sanctions, during the award phase of the procurement process.

PART 2 SCOPE OF WORK

2.1 Scope of Work

The Board seeks a contractor (s) to offer specialized training program for approximately fifteen Child Care Services staff. The Board reserves the right to contract with more than one proposer, if it is determined to be in the best interest of the CCS Program. Respondents must:

Plan and prepare a series of training workshops conducted on **specialized leadership** and **management** training for **Child Care Services staff**. Training should be hands-on, and interactive as much as possible, team building opportunities among the staff is strongly encouraged.

Training will be done in one 6-hour Friday Retreat setting, and six (6) 2 – 3-hour Tuesday or Friday morning workshops. Three training sessions should be scheduled in March on Tuesday or Friday morning, with the remaining three training sessions scheduled in May. The 6-hour Friday Retreat will also be done in May. The cost for the venue and meal should not be included in budget.

Training topics include but are not limited to the following:

- Change Management
- Time Management
- Communication
- Workplace Behavior
- Customer Service
- Working with Difficult People
- Diversity
- Critical Thinking Skills
- Team Building
- Quality Child Care and Texas Rising Star
- Brain Development
- Parent Engagement/Consumer Education

Proposers will be required to complete a pre and post training assessment for each participating staff to assess knowledge gained.

PART 3 SELECTION PROCESS AND SUBMISSION

The selection process used by the Board is intended to help the Board identify the most qualified training provider for contract negotiation.

3.1 Minimum Standards of Determining Responsiveness of Proposals

A proposal must meet minimum standards before being considered for further evaluation:

- a. Submitted by the deadline;
- b. Submitted in the required format;
- c. Contains all required elements, required signatures and required one original and 3 copies and USB drive;
- d. Format complies with proposal instructions, including page restrictions, formatting instructions, narrative instructions, submission order and budget instructions; and,
- e. Contains no evidence of conflict of interest.

3.2 Evaluation Process

Selection of the Contractor shall be in accordance with federal procurement principles and the TWC Financial Manual for Grants and Contracts, which requires “full and open competition”, fair and equal treatment, and “arms length” relationships with all potential applicants. The process for evaluating responsive proposals submitted is summarized below:

- a. At least three evaluators will individually score the proposals using a criteria-based instrument.
- b. Evaluators will award points for specific criteria with the highest possible total being 105 points.
- c. Evaluators’ scores for each proposal will be averaged and those with a minimum average score of 75 points or higher will be ranked by highest points to lowest points.
- d. The proposer with the highest ranking will be recommended for contract negotiations.

3.3 Evaluation Criteria

Proposals will be deemed responsive if they score at least seventy-five (75) points based on the evaluation criteria. Points will be awarded based on *the thoroughness and consistency of proposal element responses*.

CRITERIA	MAXIMUM POINTS
1. Demonstrated Experience and Performance of Organization or Independent Training Consultant	35
2. Operational Training Design and Approach Plan	35
4. Budget/Value Added	30
5. Certified Historically Underutilized Business	5
Total Possible Proposal Points	105

(1) Demonstrated Experience and Performance of Organization or Independent Certified Training Consultant: Points - 35

The proposing organization or Independent certified training consultant must demonstrate a history of successfully providing the same training or similar services for CCS, or workforce programs, with training topics specifically relating to the types of training activities listed in Part Two – Section 2.1. Proposers must

demonstrate an understanding of workplace leadership and management training requirements for the Child Care Services program, workforce programs and TWC data reporting systems.

Scoring will be based on information regarding education and any applicable certifications from Early Child care, years of experience providing training programs on listed topics in Section 2.1.

(2) Operational Training Design and Approach Plan: Points – 35

Scoring will be based on the described training plan for workshops. Proposers must implement face-to-face instruction and include team building and peer learning tactics every opportunity possible. Specialist Training experts on certain topics is allowed; if proposing sub-contractors specialists, they must be identified and described in the proposal. Proposers may bid on all suggested topics or on some of the topics but must describe each proposed training workshop in detail. All training should focus on improving the delivery of services to the Child Care Services Program participants.

(4) Budget/Cost Reasonableness: 30 Points

The successful proposer must demonstrate that its costs for providing proposed services are necessary and reasonable by submitting a detailed budget for each training topics and budget narrative. Cost reasonableness will be determined by comparing each proposer’s proposed cost to other proposals.

(5) Historically Under-utilized Business: 5 Points

Signed HUB Certification must be included with the proposal to receive these points. Pending Certification will not be considered.

3.4 Solicitation Schedule

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PROPOSAL DUE:	February 22, 2019 by 12 noon
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3.5 Submittal of Proposals

All responses to this RFQ, regardless of the method of submitting the application -- U .S Postal Service, United Parcel Service, Airborne Express, Federal Express, or any other delivery service must be received at the address specified below no later than **February 22, 2019 by 12 noon.**

Faxed or emailed Proposals are not acceptable. Proposals received after the due date and time will not be accepted or considered for award. Timely delivery of Proposals to the Board is the sole responsibility of the applicant. Proposals must be mailed or hand-delivered to:

Heart of Texas Workforce Board
ATTN: Julie Talbert
801 Washington Avenue, Suite 700
Waco, Texas 76701
254-296-5379

Applicants may submit proposals anytime prior to the deadline between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday at the address stated above. Any modifications or amendments to an application must also comply with above requirements and the response deadline. Any amendments received after the deadline will not be considered and will be determined to be late and non-responsive to this RFQ.

3.6 Pre-Proposal Tele-Conference to Ask Questions About RFQ

A pre-proposal tele-conference for prospective proposers to learn more about this RFQ and to ask questions will be conducted on February 6, 2019 at 10 a.m. – to receive the call-in number, a proposer must make a request by e-mailing Julie Talbert at Julie.Talbert@hotworkforce.com.

The pre-proposal tele-conference offers potential proposers the opportunity to obtain guidance on the scope and nature of the work required or to ask technical questions.

Prospective Proposers may submit written questions beginning January 28, 2019. Questions may be faxed, emailed, or mailed to Julie Talbert. The Questions and Answers (Q&A) will be posted on the Workforce Solutions for the Heart of Texas website on **February 11, 2019, they** will also be sent via e-mail to all proposers that request the tele-conference number,. Submit questions to:

Julie Talbert
801 Washington Avenue, Suite 700,
Waco, Texas 76701
FAX (254) 753-3173,
Email: Julie.Talbert@hotworkforce.com
Website: <https://www.hotworkforce.com>

Board members, Board staff, and associated parties are precluded from entertaining any questions outside the written question process described above. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

3.7 General Instructions for Submittal

FORMAT – The original proposal must be typed in no smaller than 12-point font and submitted on 8 1/2 x 11-inch paper. Each page of the proposal, with the exception of the coversheet, must be sequentially numbered, including attachments. Emphasis must be placed on addressing the requirements of this RFQ in a clear and concise manner.

NUMBER OF COPIES – Submit one complete and signed in blue ink original, three complete copies, and an electronic copy on USB drive with all original files in PDF format. The original proposals must be clearly marked “Original” on the Cover Sheet and bear original signatures. Documents submitted must be legible, complete and fully assembled. Any proposal lacking required copies or USB will be determined to be unresponsive and will not be evaluated.

COVER SHEET -- All items on the Cover Sheet must be completed. Identify the primary contact person, as well as the Signatory Authority -- the person with the legal authority to negotiate and sign a contract. (This person must sign the certification forms.)

RESUME – Submit Resume of the Trainer (s).

ATTACHMENT B - Submit a written response to each of the criteria elements contained in Attachment B. Failure to follow the application format may result in a reduced evaluation score.

BUDGET FORM -- Using the RFQ budget form (Attachment C) present a line item budget of your proposed costs. Include a budget narrative that describes/explains each cost and how it was calculated. Should your proposal be selected for consideration this budget will be the basis for negotiating the contract amount.

SEQUENCE OF SUBMISSION – The original proposal and proposal copies should be submitted with elements in the following order:

1. Proposal cover sheet (Attachment A)
2. Proposal Criteria Questions (Attachment B)
3. Professional Resume on Trainers including any Sub-Contractor Guest Trainers or Specialists (each limited to 3 pages) including complete contact information for professional references and education/certifications
4. Budget Forms (Attachment C)
5. Certification Regarding Debarment and Lobbying (Attachment D)
6. Certification Regarding Franchise Tax, as applicable (Attachment E)
7. Certification Regarding Conflict of Interest (Attachment F)
8. Assurances and Certifications (Attachment G)

***** All original documents requiring a signature must be signed using blue ink. *****

3.8 Proposer Appeals Process

The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.

All proposers will be notified in writing of the final results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

Aquanetta Brobston
Quality Assurance/EO Officer
801 Washington, Suite 700
Waco, TX 76701
Dated Material Enclosed

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, The Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

3.9 Request for Debriefing: A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including proposal

evaluation process, and help unsuccessful respondents understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

PART 4 PROPOSAL CONDITIONS

4.1 Following are conditions that apply to this RFQ and to any subsequent contract.

- a. The result of the procurement process is selection of a proposer with whom to negotiate a contract for training activities; however, the Board is under no legal requirement to execute a contract on the basis of any proposal.
- b. The Board reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is in the best interest of the Board.
- c. Proposals must conform to relevant state and federal laws and regulations governing the use of applicable funds for services and programs.
- d. The Board may negotiate a contract for services based on the evaluated proposal. The Board reserves the right to require specific modifications before agreeing to contract.
- e. The funding of any proposal is contingent upon receipt by Board of funds from the State of Texas and/or the United States.
- f. Any costs incurred by the Proposer prior to the commencement date of a contract will not be paid from contract funds.
- g. Board staff will not assist any proposer in the preparation of the proposal.
- h. All proposals and any attachments, appendices, or other information submitted as a part of a proposal become the property of the Board upon submission and may be reprinted, published, or distributed in any manner by the Board according to open records laws, applicable state and federal policies and procedures, as well as those of the Board. Subject to the Texas Public Information Act, respondents may protect trade and confidential information from release. Trade secrets or other confidential information, submitted as part of a proposal, shall be clearly marked at each page it appears. Such marking shall be in boldface type at least **14-point font**.
- i. No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal may have any contact outside of the formal review process with any employee or any member of the Board for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, email, fax, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.
- j. The Board reserves the right to accept or reject any or all proposals received; to cancel this RFQ in part, or in its entirety; or to reissue the RFQ.
- k. In order to ensure that the needs of the region are adequately met, the Board reserves the right to request additional information and/or negotiate issues prior to making a selection.
- l. The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.
- m. The Board reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who have experience and/ or knowledge of the proposer's relevant performance and/or qualification and to request additional information from any and all proposers.

Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of a contract resulting from this procurement.

- n. Solicitation and selection of proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of services. Proposers are responsible for familiarizing themselves with these laws and regulations.
- o. Non-Discrimination - As a condition for receipt of federal funds, the proposer must assure, with respect to the operation of the program and all agreements or arrangements to carry out the program, that the proposer is prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in programs funded with federal funds.
- p. This is a negotiated procurement utilizing the Request for Qualification option, and as such, award does not have to be based on the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies the Board's requirements.
- q. The Board reserves the right to conduct credit check, criminal history, drug tests, and other background investigation of the selected proposer and, if a corporation, its directors, shareholders, or partners and managerial and supervisory personnel retained by the proposer for the performance of the contract.
- r. The proposer will comply with conflict of interest requirements contained in TAC Title 40, Part 20, Chapter 801, Subchapter C - The Integrity of the Texas Workforce System.
- s. The Board reserves the right to make unilateral amendments to the ensuing contract if the funding changes and/or if it is in the best interest of the Board. In such cases, no additional solicitations of proposals are necessary. Such activity will be supported by contract performance.
- t. Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, the Board, TWC, Office of the State Auditor, U.S. Department of Health & Human Services, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFQ for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

PART 5 ADMINISTRATIVE REQUIREMENTS

Following are general administrative requirements that apply to all Board contractors.

5.1 Nature of agreement - Type of contract

The Board will reimburse the selected contractor for costs incurred in accordance with Board policy and procedures. Contracts will be cost reimbursement unless a different type of contract is determined by the Board to be more advantageous. The Board reserves the right to reallocate funds among funding categories before contract award and throughout the contract period. All allocations of funds are subject to the availability of state and federal funding.

5.2 General Rule

Board contractors must comply with cost principles and administrative requirements set out in the federal OMB Circulars A-21, A-87, A-102, A-122, and 48 CFR Chapter 1, Part 31, as supplemented by the final rules promulgated by the Texas Office of the Governor under the Uniform Grants and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts.

5.3 Financial systems

General requirements. Board contractors or their fiscal agents must have financial systems that, at a minimum, meet the following standards:

1. *GAAP.* In accordance with generally accepted accounting principles, financial systems must include: (1) information pertaining to any subgrant or contract awards, obligations, unobligated balances, assets, expenditures, and income, (2) effective internal controls to safeguard assets and assure their proper use, (3) a comparison of actual expenditures with budgeted amounts, (4) source documentation to support accounting records, and (e) proper charging of costs and cost allocation.
2. *Sufficient system.* Financial systems must be sufficient to (1) permit preparation of required reports, (2) permit the tracking of funds to a level of expenditure adequate to establish that funds are allocated appropriately and have not been (will not be) used in violation of the restrictions on use of such funds, (3) track encumbrances; and (4) permit the tracking of program income, potential stand-in costs, and other funds.
3. *State requirements.* The state of Texas is allowed to impose additional requirements on subrecipient financial systems. The proposer selected from this RFQ will be provided financial requirements for grant management established by the state.
4. *Accrual accounting.* Financial systems must be designed in order to report contract costs as accruals or modified accruals.

5.4 Audit

Independent audit. Board reserves the right to conduct or cause to be conducted an independent audit of all funds received under Board's contract. The audit may be performed by local government audit staff, a certified public accounting firm, or other auditors that Board will designate. Such audit will be conducted in accordance with applicable federal rules and regulations, contractual guidelines, and established professional standards and practices.

5.5 Property management standards

Board contractors must maintain, manage, and dispose of any property purchased with workforce funds in accordance with Board's policies. All non-expendable property purchased with funds from the Board is considered the property of the Board, the state, or the federal government.

5.6 Records and records retention

Contractors are required to prepare and maintain participant and financial records in accordance with instructions from the Board. Contractors are required to retain all records per the Board's Record Retention Manual.

5.7 General reporting

Contractors must provide such reports on participants as required by the Board.

5.8 Certifications

Contractors are required to meet requirements contained in the Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug Free Workplace.

5.9 Accessibility

Contractors are required to ensure that all facilities and services are in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to physical and program accessibility.

Contractors are also required to take reasonable steps to ensure meaningful access by Limited English Proficiency (LEP) persons to the information and services they provide.

5.10 Nondiscrimination and Equal Opportunity

Contractors must conduct all programs in accordance with provisions of the laws and applicable rules and regulations issued under these laws, as they apply to specific programs or activities:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- The Age Discrimination Act of 1975, as amended;
- Americans with Disabilities Act of 1990, as amended;
- Non-traditional Employment for Women Act of 1991, as amended;
- Section 188 of the Workforce Innovation and Opportunity Act.

Contractor will not deny benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Contractor will ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

5.11 Lodging/Per Diem: The Board will reimburse the contractor for travel, lodging and per diem at the State Rate to facilitate training events.

PART 6 ATTACHMENTS

Attachment A	Cover Sheet
Attachment B	Proposal Criteria Questions
Attachment C	Budget Forms
Attachment D	Certification Regarding Debarment, Lobbying, and Drug Free Workplace
Attachment E	Certification Regarding Texas Franchise Tax
Attachment F	Conflict of Interest Certification
Attachment G	Assurances and Certifications

ATTACHMENT A – COVER SHEET

Organization name	
Mailing address	
Physical address (if different from above)	
City/State/Zip	
Contact person	
Contact Person Phone Number	
Contact Person Fax Number	
Contact Person Email Address	
Type of organization	<input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> State government agency <input type="checkbox"/> Local government <input type="checkbox"/> Community college district <input type="checkbox"/> Local school district <input type="checkbox"/> Labor Union <input type="checkbox"/> Faith based org. <input type="checkbox"/> Independent Contractor Other: _____
Federal Employer ID	
Texas State Comptroller ID	

Total funds requested	
Performance period	From: _____ To: _____
Typed Name & Title of authorized signatory	
Signature & Date	

ATTACHMENT B
Proposal Criteria Questions

CRITERIA	MAXIMUM POINTS
1. Demonstrated Experience and Performance of Organization or Independent Training Consultant	35
2. Operational Training Design and Approach Plan	35
4. Budget/Value Added	30
5. Certified Historically Underutilized Business	5
Total Possible Proposal Points	105

The following elements must be addressed in the proposal. Proposers should state each RFQ question and then present their response to that question.

(1) Demonstrated Experience and Performance of Organization or Independent Certified Training Consultant

1.1 Describe your history of successfully providing specialized training relating to the types of training activities listed in Part Two – Section 2.1.

1.2 Describe your experience conducting training for Child Care Services and/or workforce system programs.

1.3 Describe education and any applicable certifications for training programs and the certifying institution. Submit Professional Resume including complete contact information for professional references.

1.4 Identify any contracts that you have “lost” within the past three (3) years – i.e. terminated early or not renewed. Specify the reason(s) for the early termination.

1.5 In the past three years, has your organization had adverse judgments or findings, such as administrative audit findings, monitoring findings, or sanctions by a court of law? If yes, explain.

(2) Operational Training Design and Approach Plan

For the Friday Retreat, we are looking for training to last an estimated 6 hours in length. For Tuesday or Friday training sessions, we are looking for training to last up to three (3) hours. Three training sessions must be done in March and three training sessions and one retreat must be completed in May. Please indicate on your proposed training topics in question 2.1 below the length of each presentation and if it can be shortened and/or extended to meet time frames:

2.1 Develop a training calendar to include each proposed training session and the following information:

- Description of Training Topics and session lengths
- Core knowledge area(s) – Learning Objective
- An outline of the material to be covered in each proposed training session should be supplied.
- Training aids to be used, include descriptions for proposed team building, and peer learning tactics proposed in training.
- How will the participants be pre and post assessed to determine knowledge gained based on training?

(3) Budget/Value Added -

3.1 Line-item budget

Complete an Operating Budget including a budget narrative that describes/explains how costs were calculated.

3.2 Budget Backup - All Other Line Items

Proposers must provide backup to justify the costs proposed and the amount budgeted for all other line items in the proposed budget. Proposers are expected to be clear and thorough in documenting costs in all line items in the budget. Although a specific format for budget backup is not prescribed, the documentation should follow the order of the line-items in the budget. The backup should provide a level of detail sufficient to justify the proposed expenditure and show how the budgeted amount was developed.

(4) Historically Underutilized Business (HUB)

4.1 "Historically Underutilized Business" is an entity with its principal place of business in Texas, that is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman residing in Texas with a proportionate interest and active participation in the control, operations and management of entity's affairs.

Five bonus points will be awarded to responsive proposals submitted by a HUB certified by the Texas Comptroller of Public Accounts, or another bona fide certifying agency. HUBs must identify their certifying agency on the cover sheet and attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that are expired or do not meet the criteria specified shall not be considered for the five points.

**ATTACHMENT C
BUDGET**

Budget should include fees per training hour and estimation of training hours. Additional line items should include cost for pre and post program assessment, materials for training, and travel.

BUDGET NARRATIVE

Provide narrative describing/explaining Budget line item costs on and how each was calculated.

ATTACHMENT D

**CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS**

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of 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 any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and 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.

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.

* * * * *

Debarment, Suspension and Other Responsibility Matters: This certification is required by the Federal Regulations implementing Executive Order 12549, 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), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted 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;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) 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 participant shall attach an explanation to this proposal.

* * * * *

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) and Department of Health and Human Services (45 CFR Part 76).

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

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

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Workforce Solutions for the Heart of Texas Board in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Signature Date

Title

ATTACHMENT E

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 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 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 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 tax to the State of Texas.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative/ Date

ATTACHMENT F

CERTIFICATION REGARDING CONFLICT OF INTEREST

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

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

Name of Applicant: _____

Name/Title of Authorized Signatory: _____

Signature: _____

Date: _____

ATTACHMENT G
ASSURANCES AND CERTIFICATIONS

Applicant warrants and assures:

The information contained in this proposal is true and correct.

The costs described in the budget accurately reflect the cost of providing services.

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 for the Heart of Texas Board, or any employee of the Workforce Solutions for the Heart of Texas Board for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's proposal or any other proposal.

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.

The organization or individual possesses the legal authority to offer this proposal.

If the applicant is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the submission of this proposal.

No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Proposals because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the Board may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of the Board prior to execution of a contract.

We understand and agree that the Board has the right to reject any and all proposals and negotiate outside of the terms of this proposal.

We understand and agree that the Board is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

Applicant will abide by the rules of the laws, acts, codes, etc. and all applicable rules and regulations promulgated there under, as a condition to award of contract from the Board with respect to operation of programs or activities and all agreements or arrangements to carry out Board funded programs or activities.

By signing I acknowledge that I agree to these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for award.

Signature Proposing Organization Authority

Typed Name and Title Date