



REQUEST FOR PROPOSALS

RFP #13250301

**LEASE SPACE FOR THE HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD,
INC. ADMINISTRATIVE OFFICE**

Issue Date: February 13, 2025

Bidder's Conference: February 27, 2025, 1:00 PM

Bid Due Date and Time: March 13, 2025, 1:00 PM

Evaluation Period: March 13 – April 16, 2025

Notice of Award: April 17, 2025

Heart of Texas Workforce Development Board, Inc.

801 Washington Avenue, Suite 700

Waco, TX 76701

www.hotworkforce.com

The Heart of Texas Workforce Board, Inc. is an equal opportunity employer/programs and auxiliary aids and services are available upon request to include individuals with disabilities.

TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989/ 1-800-735-2988 (voice).

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PURPOSE AND BACKGROUND INFORMATION

PURPOSE

The Heart of Texas Workforce Development Board, Inc., (the Board) is soliciting proposals for an administrative office.

This Request for Proposal is being done in compliance with the Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC), which compiles federal, state and agency requirements that apply to recipients of TWC funds. The method of procurement is the Competitive Proposal Method (see TWC FMGC, Chapter 14, Section 14.12). Proposals will be rated utilizing the criteria found later in this document and selection determination will be made based on the criteria. Ratings will be totaled, and a rank will be determined, negotiations will begin with the top ranked bidder. A bidder may submit separate bids on different locations. Each bid must conform and be responsive to the specifications that follow. The contract executed as a result of this RFP will be a fixed priced contract.

The Board reserves the right to reject any and all bids or to waive any irregularities in any bids or in the bidding, and to be the sole judge of the merit and qualifications of products and services offered and may accept whatever bid is deemed to be in the best interest of the Board.

BACKGROUND

The Board serves as the administrative entity for federal and state workforce programs and funds allocated to the six-county Heart of Texas workforce development area. The Board is organized as a non-profit corporation in the State of Texas and maintains a 501(c)(3) tax-exempt status from the IRS. The Board's primary responsibility is to provide policy and program guidance and to exercise independent oversight, and evaluation of workforce development programs and services that affect area employers, residents, and job seekers. The area served by the Heart of Texas Workforce Development Board, Inc. includes Bosque, Falls, Freestone, Hill, Limestone and McLennan Counties. The Board is charged with the development of a workforce system that will provide expanded and improved employment-related services to the region.

Through the administration of the programs under its purview, the Board aims to provide quality workforce services, resources, and skill training for industries, businesses, and job seekers to contribute to the economic strength and growth of the Heart of Texas area. The Board's objective is to provide these services in an efficient and customer-oriented manner to strategically enhance the vitality of this area and region in the global marketplace.

EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria and possible points:

- A. Facility – 45 Points
- B. Reasonableness of Cost – 45 Points

- C. Value Added – 10 Points
- D. Historically Underutilized Business (HUB) – 5 Points
- E. Total Points Possible – 105 Points

A minimum aggregate average score of 75 points is required to be considered for selection.

STATEMENT OF NEED

This section provides an explanation of facility lease needs.

Facility – 45 Points

Office space is to be located within Waco, Texas and shall be in a location that is properly zoned to allow usage and shall comply with all local, state, and national codes, ordinances and regulations governing the class of facility, as interpreted by the inspecting authority(ies).

The facility must be proximate to a major thoroughfare, with easy access, and within walking distance of bus routes.

Term of Lease: Facility must be ready for occupancy no later than August 1, 2025. The Board reserves the option to review and renew the lease contract annually for five (5) years and the option to renew for an additional five (5) year period for a total of ten (10) years without competitive procurement.

Specifications and Requirements:

- Square footage should be at least 3,500 to 5,500;
- The leased space, including parking, must be compliant with Texas Accessibility Standards (TAS), and the Americans with Disabilities Act (ADA), throughout the duration of the lease. The Lessor is responsible and accountable to comply with these state and federal requirements;
- Facility must be asbestos-free, or an asbestos-managed environment in compliance with the Texas Department of Health;
- Office working space for 12-15 people; all offices and workstation areas must have phone drops, network drops and electrical outlets or such wiring must be added;
- Storage space;
- Meeting room capable of holding furniture for convening up to 15 people;
- Access to restrooms;
- Access to breakroom with kitchen facilities;
- An equipment room for network and telephone wiring – must be secure, climate-controlled and have electrical outlets;
- 24/7 staff access to the property;
- Located on a public thoroughfare and within walking distance of a public transit stop;
- Adequate parking. Parking must be compliant with Texas Accessibility Standards (TAS), and the Americans with Disabilities Act (ADA), throughout the duration of the lease. The

Lessor is responsible and accountable to comply with these state and federal requirements.

Reasonableness of Cost – 45 Points

Factors considered will include:

- Base lease/rent amount per square foot
- The inclusion or exclusion of utility costs, landscaping maintenance, repair and maintenance of plumbing, electrical, HVAC, roof, foundation, flooring, elevators, doors, corridors and windows and other structures or equipment serving the facility, annual inspections of fire alarms and fire extinguishers, pest control, security, and any items considered long-lived assets
- The costs of relocation

Value Added – 10 Points

Proposers are encouraged to include and identify any value added beyond the minimum requirements that are favorable to the Board, such as higher than minimum requirement amenities, connectivity additions provided by the bidder, janitorial service included, parking garage, etc. Proposers must be specific and may include a dollar value or estimate.

Historically Underutilized Business (HUB) – 5 Points

Proposers must submit copy of a valid Historically Underutilized Business Certification to receive these points.

METHOD OF BID EVALUATION

The activities requested in this RFP will be procured competitively based on responsiveness to the RFP and reasonableness of costs. This will include review and evaluation of proposals by a designated review team.

Evaluation of responses is conducted as follows:

- A determination of responsiveness.
- An evaluation of responsive proposals by a designated review team using a standard instrument. The evaluation may include an on-site review of properties.
- A calculation of an average rating from individual ratings, and order rank determination, from highest to lowest.
- The recommendation presented to the HOTWDB for action at the next regularly scheduled Board meeting.
- Notification of bidders – award or non-award.
- Negotiations with the top ranked proposer.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Proposers must submit entire proposal, following the sequence of submission found below, in PDF format in a single file titled with your organization's name and the date submitted, e.g., "My_Company_2-28-2025" by **March 13, 2025, 1:00 p.m.** to <https://hotwdb.app.box.com/f/53d2caa487b54f33bdb011a929b3043d>. Should you run into issues when trying to submit, please contact Erin Doshier at (254) 296-5386 or at procurement@hotworkforce.com. It is recommended that you allow yourself plenty of time to submit electronically, all electronic submissions after the due date and time will not be counted as submitted on time.

Timely delivery of proposals is the sole responsibility of the Proposer. Proposals must be received by the deadline, **March 13, 2025, 1:00 p.m.** Workforce Solutions for the Heart of Texas is not responsible for late proposals. Disputes concerning late or non-delivered proposals cannot be appealed.

Any modifications or amendments to a proposal (i.e. one already submitted prior to the deadline) must also comply with the above requirements and the response deadline. Any proposals or amendments delivered/received after the deadline date and time will not be considered and will be deemed as late and non-responsive to the RFP procurement process – no exceptions. Late proposals or amendments will not be reviewed.

SEQUENCE OF SUBMISSION

The attached materials are provided to describe detailed activities which need to be completed for submission of a proposal. Please submit bid proposal in the following order, bids must include all of the following to be considered responsive.

PROPOSAL COVER SHEET

EXHIBIT A	APPLICATION AND FLOOR PLAN
ATTACHMENT A	CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS
ATTACHMENT B	CERTIFICATION REGARDING DRUG-FREE WORKPLACE
ATTACHMENT C	CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, LOANS AND COOPERATIVE AGREEMENT
ATTACHMENT D	CERTIFICATION REGARDING CONFLICT OF INTEREST
ATTACHMENT E	ASSURANCES AND CERTIFICATIONS
ATTACHMENT F	CERTIFICATION OF PROPOSER

The forms may be recreated for ease of word-processing, but failure to follow these instructions can result in disqualification of the proposal if the omission or mistake is material to determining

the responsiveness of the proposal. Bidder may request the forms via email. The Request for Proposal will also be posted on the Board's website <https://www.hotworkforce.com/home/about-us/business-opportunities/>.

PRE-PROPOSAL CONFERENCE

A Pre-proposal Conference will be held on **Monday, February 24, 2025**. This meeting will begin at **1:00 PM** and will be held in-person at the Heart of Texas Workforce Development Board Administrative Office, 801 Washington Avenue, Suite 700 (7th Floor), Waco, TX 76701. Questions may be submitted prior to the bidders' conference by email to procurement@hotworkforce.com. Only written questions will be accepted. A question-and-answer document will be prepared and provided to all pre-proposal conference attendees. The Q/A document will also be available on the Board's website at <https://www.hotworkforce.com/home/about-us/business-opportunities/>. Board staff may not provide individual assistance in writing proposals; only technical questions will be answered. This conference offers potential bidders the only opportunity to obtain guidance on the scope and nature of the RFP or to ask other technical questions concerning this solicitation. Questions regarding this solicitation will not be responded to after the bidders' conference.

WITHDRAWAL OF PROPOSALS

The applicant or his/her authorized representative identified in Exhibit A and the Proposal Cover Sheet may withdraw proposals prior to scheduled closing time of receipt of bids.

GENERAL CONDITIONS

1. The only purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not to be constructed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the Board.
2. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or in its entirety.
3. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with bidders selected.
4. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
5. Proposer shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Heart of Texas Workforce Development Board, Inc. for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.

6. No employee, officer, member or agent of the Heart of Texas Workforce Development Board, Inc. shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
7. Proposer shall not engage in any activity that restricts or eliminates competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
8. Any bidder may withdraw his/her bid in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of bids.
9. All contracts are contingent upon availability of funds from the U.S, Department of Labor and/or Texas Workforce Commission.
10. No contract may be awarded until bidder has complied with Executive Order 1254929CRF, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the bidders, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement by any Federal department or agency. (See Attachment B).
11. Proposal must be manually signed by a person having the authority to bind the organization in a contract. (See Attachment A).
12. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the Board to the extent allowable in the Public Information Act.
13. The Board reserves the option to review and renew the lease contract annually for five (5) years and the option to renew for an additional five (5) year period for a total of ten (10) years without competitive procurement. The Board reserves the right to consider longer lease terms based on favorable pricing and contract terms.
14. Funding for goods or services requested in this RFP is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
15. Heart of Texas Workforce Board, Inc. is an equal opportunity employer/program and complies fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

16. The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be accepted by the grantor (State) until all administrative remedies at the grantee level have been exhausted. 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.
17. 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 Ave., Suite 700
Waco, TX 76701

Dated Material Enclosed

18. 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. 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.
19. 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.

PROPOSAL COVER SHEET

Lease Space for the Heart of Texas Workforce Development Board, Inc. Administrative Office
RFP #13250301

Name of Organization	
Mailing Address	
City/State/Zip Code	
Authorized Representative-Contact	
Telephone Number	
Fax Number	
Email Address	
Federal Employer ID Number	
State Comptroller ID Number	
HUB	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES: Certification No. _____ Certifying Agency: _____ Attach a copy of current certification.
Type of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other (describe)
Square Foot Price:	
Lease Start Date:	
Name & Title of Authorized Signatory	
Signature and Date	

EXHIBIT A
APPLICATION AND FLOOR PLAN

Bidder

1. Name:

2. Mailing Address:

3. Email Address:

4. Phone Number:

5. Contact Person:

Facility

1. Detail the location of the proposed facility, address, and any other assets the location provides, i.e. public transportation, major thoroughfare, and other items you believe are an asset of this location:

2. Address of the facility for lease and Zoning Code if applicable:

3. Is security available? Please describe:

4. Yes/No are employees able to enter/open the building at any time:

5. If no, detail the procedures for off-hours entry:

6. The estimated date the facility would be available for occupancy with all site requirements:

7. Net usable square footage:

8. Square footage price per sq. ft.:

9. Yes/No facility is in compliance with Texas Accessibility Standards (TAS) and the American Disabilities Act (ADA):

10. If No, explain and provide a timeline for bringing the facility into compliance prior to the lessee taking possession:
11. Yes/No facility is asbestos-free, or an asbestos-managed environment in compliance with the Texas Department of Health:
12. Yes/No does space have other existing occupants:
13. Detail the number of parking spaces available and list any special enhancements for parking:
14. Yes/No parking is in compliance with Texas Accessibility Standards (TAS) and the American Disabilities Act (ADA):
15. If No, explain and provide a timeline for bringing the parking into compliance prior to the lessee taking possession:

Other Requirements

1. List any restrictions regarding provision of utilities:
2. Will bidder provide utilities? Please describe:
3. Will bidder provide landscaping maintenance, repair and maintenance of plumbing, electrical, HVAC, roof, foundation, flooring, elevators, doors, corridors and windows and other structures or equipment serving the facility, annual inspections of fire alarms and fire extinguishers, pest control, and any items considered long-lived assets? Please describe:
4. Detail your company's proposal for term of lease, i.e. repairs and maintenance, any proposed escalation clauses, detail restrictions, insurance requirements:
5. List the cost the facility may be leased at:
6. List any additional factors that may be considered by the Board, including specialized experience and/or experience with similar projects, property management experience:
7. List any value added beyond the minimum requirements that are favorable to the Board. Be specific and may include a dollar value or estimate:
8. Provide at least three (3) references preferably with lease terms of at least five (5) years for whom you provide space or have provided space:

Floor Plan

1. Attach a floor plan.

Historically Under-Utilized Business (HUB)

1. If you qualify as a Certified HUB, please provide a current copy of your HUB certificate.

ATTACHMENT A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(Before completing certification, read the attached instructions which are an integral part of the certification.)

The prospective recipient of Federal assistance funds certifies, by submission of this quote, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

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 quote.

Name of Applicant Organization: _____

Print Name of Authorized Signatory: _____

Print Title of Authorized Signatory: _____

Signature of Authorized Signatory

Date

Instructions for Certification

1. By signing and submitting this quote, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, quote, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this quote is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this quote that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this quote that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT B
CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS

- A. The grantee certifies that it will continue to provide a drug-free workplace by:
- i. 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.
 - ii. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - iv. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of this statement;
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - v. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
 - vi. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
 - vii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Are there workplaces on file that are not identified here? Yes No N/A

Print Name of Application Organization: _____

Print Name and Title of Authorized Signatory: _____

Signature: _____ Date: _____

ATTACHMENT C
CERTIFICATION REGARDING
LOBBYING CERTIFICATION FOR CONTRACTS,
GRANTS, LOANS AND COOPERATIVE AGREEMENT

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

- (1) No Federally 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 an agency, a Member of Congress, an Officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making any Federal loan, the entering into 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.
- (2) If any funds other than Federally appropriated funds have 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 the 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.

This certification is 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 imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Print Name of Applicant Organization: _____

Print Name of Authorized Signatory: _____

Print Title of Authorized Signatory: _____

Signature: _____ Date: _____

ATTACHMENT D
CERTIFICATION REGARDING CONFLICT OF INTEREST

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

- (1) No manager, employee or paid consultant of the Proposer is a member of the Policy Board, the Executive Director, or an employee of Region 12 Education Service Center;
- (2) No manager or paid consultant of the Proposer is married to a member of the Policy Board, the Executive Director, or an employee of Region 12 Education Service Center;
- (3) no member of the Policy Board, the Executive Director or employee of Region 12 Education Service Center owns or controls more than a 10 percent interest in the Proposer;
- (4) No spouse or member of the Policy Board, Executive Director or employee of Region 12 Education Service Center is a manager or paid consultant of the Proposer;
- (5) no member of the Policy Board, the Executive Director or employee of Region 12 Education Service Center receives compensation from Proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Quote any interest, fact or circumstance, which does or may present a potential conflict of interest;
- (7) should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Region12 Education Service Center and shall immediately refund to Region 12 Education Service Center 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 Region 12 Education Service Center relating to that contract.

Disclosure of Potential Conflict of Interest

Name of Applicant Organization: _____

Name of Authorized Signatory: _____

Title of Authorized Signatory: _____

Signature _____ Date: _____

ATTACHMENT E

ASSURANCES AND CERTIFICATIONS

Applicant warrants and assures:

The information contained in this quote 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 quote under this Request for Quotes has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Heart of Texas Workforce Development Board. or any employee of the Heart of Texas Workforce Development Board for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's quote or any other quote.

No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a quote under this Request for Quotes has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Quotes.

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

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 quote.

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 Quotes because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the Heart of Texas Workforce Development Board (HOTWDB) may utilize information provided outside of this request in evaluating this quote.

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 quote at the request of the HOTWDB prior to execution of a contract.

We understand and agree that the HOTWDB has the right to reject any and all quotes and negotiate outside of the terms of this quote.

We understand and agree that the HOTWDB is not required to select the lowest cost quote.

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

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 Heart of Texas Workforce Development 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 quote be accepted for funding.

Signature

Proposing Organization

Typed Name and Title

Date

ATTACHMENT F
CERTIFICATION OF PROPOSER

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided and the administrative, management and financial systems of this organization. I certify that no employee of the Heart of Texas Workforce Development Board, Inc. has assisted in the preparation of this proposal.

I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization will comply with applicable local, state and federal regulations and directives in the implementation of the program. I also certify that I have read and understand the Governing Provisions and Limitations section presented in this RFP and will comply with the terms.

This proposal is a firm offer for a minimum of 90 days.

I _____, certify that I am the

(Typed Name) *(Typed Title)*

of the corporation, partnership, organization, or other entity named as Respondent herein and that I am authorized to sign this proposal and submit it to the Heart of Texas Workforce Development Board, Inc. on behalf of said organization by authority of its governing body.

(Signature)

(Address)

(Phone)