



REQUEST FOR APPLICATIONS

FOR

Education & Training Of Child Care Providers

OPEN PROCUREMENT PROCESS

Issue Date: December 3, 2015

Application Start Date: January 1, 2016

Procurement is open and subject to the availability of funds.

Workforce Solutions Golden Crescent is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.

Workforce Solutions Golden Crescent Request for Applications (RFA)

Golden Crescent Workforce Development Board, dba Workforce Solutions Golden Crescent (hereafter called "Workforce Board"), is soliciting applications from professional, qualified individuals, institutions, and organizations to provide specialized professional training to the region's child care providers. The training provided will promote the professional development needs of child care providers throughout the program year on an as needed-basis.

The application process will be open-ended so that potential applicants may submit an application anytime during the fiscal year and/or to amend their current application. However, to be considered for the following fiscal year, applicants must submit a new application for consideration.

A Training Summary Form, indicated as Attachment A and B, has been provided as part of this application process. Applicants will need to provide specific information on the training topics to be delivered in the requested general areas as specify in Attachment B. Any applicant responding to this RFA must have a minimum of three (3) years of work experience in the areas of education and training instruction in child care.

All inquiries should be directed to Jose Troncoso, at telephone number: (361) 576-5872 or via e-mail: josetroncoso@gcworkforce.org. Mailed, hand delivered, or emailed via PDF file responses with signatures are acceptable.

Background Information

The Workforce Board is a 501(c)(3), a not-for-profit corporation in the State of Texas. It is governed by a 27 member Board of Directors appointed by the local Chief Elected Officials in accordance with the provisions of Texas Senate Bill 642, Texas House Bill 1863 and the Federal Workforce Investment Act of 1998.

The Board of Directors represent a partnership of private sector, organized labor, community based organizations (CBOs), education, public employment service (Texas Workforce Commission), vocational rehabilitation, public assistance, economic development, local literacy councils and adult education. The Board administers and acts as fiscal agent for programs consolidated at the local level, and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. Grants are received from the Texas Workforce Commission and may include state funds, and federal funds from the U. S. Departments of Labor, Health and Human Services, and Agriculture. Please see the Board's website for additional information on the workforce programs and locations of the local workforce centers within the Golden Crescent service delivery area (www.gcworkforce.org).

The Workforce Board is the oversight entity and fiscal agent for workforce development services and administers the procurement of goods and services that meets compliance with federal/state regulations. The primary responsibility of the Workforce Board is to identify the workforce needs and issues of the Workforce Board area and, provide policy and program guidance and evaluation of workforce development programs and services that affect area employers, residents and job seekers. The Workforce Board area consists of Gonzales, Lavaca, Dewitt, Goliad, Calhoun, Jackson and Victoria counties.

Eligible Applicants

Private-for-profit institutions, community-based organizations (CBO), private non-profit institutions or organizations, or individuals which have the qualifications, experience, and demonstrated ability to perform the requested services, are eligible to apply. Priority will be given to those trainers who are currently registered with the Texas Early Childhood Professional Development System sponsored by the University of Texas Health Science Center at Houston.

Purpose of the Procurement

The purpose of this Education and Training of Child Care Providers RFA is to solicit applications from individuals, institutions, or organizations which have the qualifications, experience, and the demonstrated ability to deliver a variety of education and training services.

To readily react to the needs Golden Crescent workforce community, it is the intent of Workforce Solutions Golden Crescent to release this RFA which will address the needs of the region's professional child care providers.

Those parties wishing to apply under the RFA should review Attachment B, "Education and Training Services" Form and Attachment C, "Cost/Price Information". This attachment will indicate the different areas of education and training topics commonly utilized by Workforce Solutions Golden Crescent throughout the program year. Applicants are requested to indicate which education and training topics they are interested in providing and are qualified.

It must be noted that Workforce Solutions Golden Crescent does require that applicants have 3 (three) years of demonstrated experience within the selected topic areas. These areas are indicated on the Education and Training Survey Form as Attachment B. Additionally, applicants entering into an agreement for training with the Workforce Solutions Golden Crescent must have the required insurance coverage. See section on "RFA Conditions" on page six for additional information.

This application process for this fiscal year (October 1, 2015 through September 30, 2016) will be open until **5:00 p.m., Friday, December 18, 2015**. Applications which have been evaluated, deemed responsive, and accepted will be included on the trainers list for the Education and Training Golden Crescent Child Care Providers. Approved applicants will be engaged by Workforce Solutions Golden Crescent on an as-needed-basis. The initial service period for availability on a vendor's list is January 1, 2016 through September 30, 2016. Training Services may be extended for up to two (2) additional fiscal years through September 30, 2018, depending upon performance and availability of resources.

Scope of Services, Specifications, and Trainer Requirements

Description of Services – Approved trainers will provide specialize education and training to the child care providers located in the Golden Crescent region. The training activities will be held at facilities located within the City of Victoria. However, in the event the training activities are moved to a different location within the Golden Crescent region, an advance notice will be provided to all approved trainers.

Education and Training Activities – Workforce Solutions Golden Crescent expects the delivery of education and training activities to be conducted in training workshop style classes to approximately 25 to 50 participants per session, and single training conference sessions, of up to 60 participants. Specific number of participants for each training session will be set with each selected trainer at the time of acceptance of the proposed trainings.

Service Specifications– For each proposed training topic include the following information (reference in the order provided below):

- A. Course(s) Description: Provide a brief description of the course(s) and include a syllabus of the course objectives and competencies to be achieved by the participants.
- B. Length of Training: Specify the length of each training session per topic. Throughout the training, we expect to offer participants training workshops that are series-based. For individual weekday and weekend trainings, we would like to offer training sessions that are 4 to 6 hours in length. For individual weeknight trainings, we would like to offer trainings from 1 to 2 hours in length over a course of weeks. Additionally, please indicate in your course syllabus (per each topic) the length of your presentation and if it can be shorten and/or extended to meet our time frames.
- C. Participant Information: Please provide for each topic, information on who may attend and benefit from this course, e.g., infant/toddler caregivers, early childhood providers, after school caregivers, etc. Also, include the number of participants recommended for each course.
- D. Experience Level of Trainees: If appropriate, specify the level of training such as; Beginner, Intermediate, and Advance.
- E. Training Methodology, Techniques, and Presentation Skills: Briefly explain the training methodology you will be using to instruct, as well as your use of teaching techniques and presentation skills (include a description of your training aids).
- F. Course Evaluations: Please specify how trainees will evaluate the training. Include any proposed forms to be used to evaluate the course.
- G. Course Handouts: Please include copies of any handouts that may be included in each proposed session.
- H. Trainer Certification: If applicable, include a copy of the Texas Early Childhood Professional Development System Trainer Registry Orientation certificate and/or Trainer Registry certification. If there are multiple trainers, please submit the appropriate certifications for each one of them.
- I. Trainer Resume: Include current resume(s) for each of the proposed instructor(s).
- J. Course Certification: If applicable, provide information on the number of Continuing Professional Education (CPE) Units (clock hours) participants may receive for completion of course requirements. Cost Per Training – Provide the cost per training course by completing Attachment C, "Cost/Price Information". A comparative cost/price analysis will be performed to verify market price/costs. The cost analysis will ensure a reasonableness value will be determined for proposed services. References - Include three (3) distinct references from most recent customers (within the last three years) that have direct knowledge of your training qualifications and your ability to teach. References will be verified. Reference information should be provided in Attachment J.

Submission of Applications

Applications shall be submitted to:

Workforce Solutions Golden Crescent

Attn: Jose Troncoso

120 South Main, Suite 501, Victoria, TX 77901 (if delivered in person)

P. O. Box 1936, Victoria, TX 77902 (if mailed)

or in PDF format, with all required signatures via e-mail to josetroncoso@gcworkforce.org

Application Selection Process

- 1.** All applications considered must be responsive to the RFA instructions.
- 2.** Workforce Solutions Golden Crescent will base its selection on qualifications, experience, demonstrated ability/references, availability, and cost.
- 3.** Workforce Solutions Golden Crescent will make a good faith effort to award contracts to Historically Underutilized Businesses (HUB's).
- 4.** All applicants will receive notification of application approval. An applicant who wishes to protest the decision will be required to notify Workforce Solutions Golden Crescent's Complaint Officer, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and any desired remedies of action. Workforce Solutions Golden Crescent reserves the right to determine whether the protest is valid and merits further consideration.

Application Evaluation Criteria

The review and selection process will include the following criteria and value system:

Responsiveness to RFA

10 points: This criterion examines the extent to which the minimum requirements of the RFA were met.

Qualifications

25 points: This measure addresses the applicant's educational and training credentials. Priority will be given to those trainers that are currently registered with the Early Childhood Professional Development System sponsored by the University of Texas Health Science Center at Houston.

Experience

25 points: This criterion examines the knowledge and skills of the applicant which have been derived from actual work experiences within the training field of child care and the requirement of 3 (three) years of direct relevant prior experience.

Demonstrated Ability/References

10 points: This criterion is a measure of the applicants past ability to deliver similar services. The quality of references from past customers will also be evaluated. References will be verified.

Availability

10 points: This evaluation measure indicates the applicant's ability to respond within a timely manner for the requested services.

Cost

20 points: This measure evaluates the costs of the services to see if there are within the market rate for such services. Also, costs will be evaluated for reasonableness.

HUB

5 points: Historically Under-Utilized Business as certified by the State of Texas (Applicant must provide current copy of the certification)

RFA Conditions

1. Workforce Solutions Golden Crescent reserves the right to accept or reject any or all applications submitted.
2. Workforce Solutions Golden Crescent is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
3. This RFA does not commit Workforce Solutions Golden Crescent to pay for any cost incurred prior to the execution of any contract or payment agreement. All agreements are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
4. The intent of this RFA is to identify the various contract alternatives and estimates of costs for the items solicited. Workforce Solutions Golden Crescent is under no legal requirement to execute a contract or payment agreement from any application submitted.
5. Applicants shall not make offers of gratuities or favors, to any officer, employee, Board member of Workforce Solutions Golden Crescent, or any subcontractor employees of Workforce Solutions Golden Crescent. Contact for technical assistance is allowed with the RFA contact person or designated Workforce Solutions Golden Crescent Board staff. Violation of this instruction will result in immediate rejection of the application.
6. Workforce Solutions Golden Crescent specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract or payment agreement where such variance is deemed to be in the best interest of Workforce Solutions Golden Crescent.
7. All applications and their accompanying attachments will become property of the Workforce Solutions Golden Crescent after submission and materials will not be returned. In addition, all materials that are produced as a result of this RFA become property of Workforce Solutions Golden Crescent.
8. The contents of a successful application may become contractual obligations, if a contract or payment agreement is awarded. Failure of the applicant to accept those obligations may result in the cancellation of the application for selection. The contents and requirements of this RFA may be incorporated into any legally binding and duly negotiated contract between Workforce Solutions Golden Crescent and the selected applicant(s).
9. Workforce Solutions Golden Crescent reserves the right to select and/or contract with more than one applicant from the applications submitted.
10. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually-agreed on conditions and delivery schedules with the submission of appropriate documentation. Delivered services must meet standards agreed upon during contract negotiation before reimbursement is made.
11. Upon award of a contract, Contractors must provide proof of the following required insurance coverages: **General Liability Insurance** consisting of coverage for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate. If the Contractor does not have the required general liability insurance, Workforce Solutions Golden Crescent will assess the need for such insurance, on a case-by-case basis. **Workers Compensation Insurance** will be required for all employees that will be working under a contract with Workforce Solutions Golden Crescent. However, if the Contractor meets the definition of **"Independent Contractor"**, as defined by the State of Texas, the Contractor must sign a waiver agreeing to this independent relationship. The waiver form can be provided upon request.

12. Workforce Solutions Golden Crescent is an Equal Opportunity Employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws. Each organization or individual that submits a response to a solicitation warrants and assures that it will comply fully with the nondiscrimination and equal opportunity provisions as required by 29 CFR 37.20(a)(1). Each application for financial assistance under Title I of WIOA, as defined in §37.4, must include the following assurances and comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and 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.

Attachments To Be Completed and Returned With Each Response

Potential applicants should submit a cover letter and the attachments listed below. All forms must be signed, dated, and completed.

- Attachment A – Certification By Applicant
- Attachment B – Education and Training Services Form
- Attachment C - Cost/Price Information
- Attachment D – Certification Regarding Lobbying and Debarment
- Attachment E – Certification Regarding Texas Corporate Franchise Tax
- Attachment F – Certificate Regarding Conflict of Interest
- Attachment G - Assurances and Certifications
- Attachment H - Certification of Non-Discrimination and Equal Opportunity
- Attachment I – Other Materials (Resumes of staff providing training and other materials requested or referred to in the narrative, should be labeled and included here)
- Attachment J - References (If included in narrative, should be labeled and included here)

**ATTACHMENT A
CERTIFICATION BY APPLICANT FOR
EDUCATION & TRAINING OF CHILD CARE PROVIDERS
IDENTIFICATION OF RESPONDENT**

Name of Individual Responding: _____

Name of Firm (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email address: _____

How many years have you or your firm been providing similar services? _____

Briefly state your qualifications, education, experience, and area(s) of expertise?

Is your firm registered with the state General Services Commission as a HUB? _____

If YES, please include the certificate from the State in your bid response.

DESCRIPTION OF SERVICES PROVIDED

Indicate on Attachment B the education and training classes you are qualified to deliver. You must have a minimum of three (3) years of experience.

When can you/will you be available to perform services? _____

Does your firm currently have the required insurance coverages? _____ (yes/no) If no, will your firm be able to comply with the required insurances upon the award of a contract? _____
(yes/no)

SIGNATURE

Name and Title of Respondent: _____

Signature of Respondent: _____

Date Application Form Submitted: _____

ATTACHMENT B
WORKFORCE SOLUTIONS GOLDEN CRESCENT EDUCATION
AND TRAINING SERVICES FORM

The following areas of education and training topics are being solicited by Workforce Solutions Golden Crescent. Please indicate those topics that you are qualified to deliver education and training services. You must have a minimum of three (3) years experience within the subject matter selected.

Training Topics:

- Developmental Stages of Children
- Age-Appropriate Activities for Children
- Positive Guidance and Discipline of Children
- Fostering Children's Self-Esteem
- Supervision and Safety Practices in the Care of Children
- Positive Interaction with Children
- Preventing the Spread of Communicable Diseases
- Recognizing and Preventing Shaken Baby Syndrome
- Preventing Sudden Infant Death Syndrome
- Understanding Early Childhood Brain Development Safety
- Child Growth and Development
- Age Appropriate Curriculum
- Teacher/Child Interaction
- Child Abuse and Neglect
- Care of Children with Special Needs
- Child Health (for example, nutrition)
- Identification and Care of Ill Children
- Risk Management
- Cultural Diversity for Children and Families
- Professional Development (e.g. effective communication with families, time & stress management)
- Infants, Toddlers, Pre-School and Afterschool Topics
- Planning Developmentally
- Minimum Standards and How They Apply to the Caregiver
- Management Techniques
- Leadership
- Staff Supervision
- Building Relationships with Customers
- Finance Management
- Lesson Planning (writing lesson plans)
- Curriculum and Instruction
- Observation and Assessment
- Personnel Management
- Other _____

Other Workshops including, but not limited to, the following topics: PRS Licensing Standards, State Requirements, Staff Development, Empowering Staff to be Team Players, Child Discipline, Special Needs (Bi-Polar, Autistic & Learning Disabilities), Lesson Planning, Infant Care, CPR, First Aide, Neglect, Controlling Biting, Care Giver Training

**ATTACHMENT C
COST/PRICE INFORMATION**

Please use copies of this form to include the cost/price information for each course submitted. If the cost/price information is the same regardless of the training topic, please note this under the space provided under "Name of Course". The cost/price information must be firm for the applicable fiscal year your application has been approved for. Select one calculation method (A or B below) for your training rate. Workforce Solutions Golden Crescent reserves the right to negotiate training rates based on education, years of experience, and content.

Name(s) of Course(s):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

A. Training Session Rate: \$_____ per participant (more than 4 hours)

_____ **OR** _____

B. Training Session Rate: \$_____ per hour

Preparation Time (if applicable): \$_____ per hour x 2 hours = \$ _____

Presentation Materials/Handouts (if applicable): \$_____ (03.5¢ per page x _____ pages)
Please specify below the description of the materials. (Optional: Upon request, Workforce Solutions can make the copies available. If requested, please submit via e-mail a PDF version of the materials/handouts.)

*Travel Costs (for out of town only) Yes No

(*Travel costs may include lodging, meals, car rentals, and mileage, as appropriate. Travel costs will be requested for reimbursement at cost not to exceed the State travel rates. Reimbursement will be based on the submittal of an invoice with the appropriate documentation, e.g., receipts for actual costs. Costs for travel must have prior written approval from Workforce Solutions Golden Crescent. Due to unforeseen circumstances, Workforce Solutions Golden Crescent may need to cancel scheduled training sessions. Consequently, Workforce Solutions will make every effort to provide prior notice to trainers.

ATTACHMENT D
CERTIFICATONS 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, Golden Crescent Workforce Development 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.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

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/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT G
ASSURANCES AND CERTIFICATIONS**

Applicant warrants and assures the information contained in this proposal is true and correct and the costs described 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 Golden Crescent Workforce Development Board (GCWDB) or any employee of the GCWDB 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 GCWDB 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 GCWDB prior to execution of a contract.

We understand and agree that the GCWDB has the right to reject any and all proposals and negotiate outside of the terms of this proposal and that the GCWDB 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 Golden Crescent Workforce 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 funding.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT H
CERTIFICATION OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The Board is an equal opportunity employer and complies fully with the laws regarding nondiscrimination and equal opportunity.

As a condition to the award of financial assistance from the Department of Labor under Title 1 of WIOA, as defined in § 37.4, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and 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.

Other Federal statutes relating to nondiscrimination must also be followed. These include, but are not limited to:

- The Drug Abuse Office and Treatment Act of 1972 (Public Law 92-255), as amended, relating to nondiscrimination on the basis of drug abuse
- The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Public Law 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records
- Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing
- Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made
- The requirements of any other nondiscrimination statute(s) which may apply

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT I
OTHER MATERIALS**

**ATTACHMENT J
REFERENCES**