

**THE GOLDEN CRESCENT
WORKFORCE DEVELOPMENT BOARD**
dba,
Workforce Solutions Golden Crescent



REQUEST FOR PROPOSAL (RFP)
GCWDB 2022-WSP-03

**Operation and Management
of the
Workforce Solutions Golden Crescent
Centers System**

Release Date: May 27, 2022

Deadline for Submission of Questions: 4:00 p.m. CST
Wednesday, June 15, 2022

Proposal Due: 5 p.m. CST Monday,
July 11, 2022

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Introduction

The Golden Crescent Workforce Development Board (GCWDB), dba Workforce Solutions Golden Crescent (WSGC), in compliance with Texas Administrative Code Title 40 Part 20 and Texas Government Code Chapter 2308, is the local policy-making body for the seven county Golden Crescent Workforce Development Area (GCWDA). The GCWDB is responsible for strategic and operational planning, oversight, and evaluation of the local workforce system. The Golden Crescent Workforce Development Area consists of Calhoun, Dewitt, Goliad, Gonzales, Jackson, Lavaca and Victoria counties.

At least Fifty-One percent of the GCWDB is made up of private sector representatives with the remaining members representing community-based organizations, organized labor, vocational rehabilitation, public assistance, economic development, and educational agencies, and other stakeholders. The GCWDB is organized as a non-profit corporation in the State of Texas, with tax-exempt status under IRS code 501(c)3. GCWDB serves as the designated grant recipient and administrative entity for workforce development program funds allocated to the Golden Crescent workforce development region including Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF/Choices), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Employment Services (ES), Non-Custodial Parent Employment Services (NCP-Choices), Trade Act Services (TAA), Child Care Services (CCS), Communities In Schools (CIS), and other grants administered by the GCWDB.

Purpose of the Request for Proposals (RFP)

GCWDB is soliciting proposals from qualified and eligible independent entities for the operation and management of the eight workforce centers in the Golden Crescent workforce development region. The GCWDB expects to enter into a contractual relationship with a single contractor for the operation and management of its workforce centers as a result of a successful RFP.

Entities possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with the GCWDB are encouraged to respond. Organizations (private for-profit, private non-profit, governmental, or community-based); individuals or a team of individuals applying in collaboration with the intent of establishing a legal entity; and individuals proposing a personal contract arrangement are eligible to apply. The types of management that will be considered include but may not be limited to turnkey operations, management teams, joint ventures, professional employer organizations (PEO) and other alternative management models.

The GCWDB is seeking one provider to operate the workforce centers. However, based upon the responses received, the GCWDB reserves the right to reopen this request for proposals in order to obtain sufficiently responsive proposals from which to select provider(s).

The GCWDB will not accept proposals that subcontract out any services; however, the fiscal agent can be a separate entity.

The Request for Proposal is available on the WSGC Board's website at www.gcworkforce.org. Copies of the RFP are also available at the GCWDB Office.

Procurement Standards/Method

This RFP provides a uniform method for the procurement of specified services, providing for full and open competition. It contains the necessary background, information, requirements, and instructions for responding to this RFP. This procurement is conducted in accordance with OMB Super Circular or Omni Circular supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission's Financial Manual for Grants and Contracts. Services solicited under this RFP shall be procured under the competitive negotiation method of procurement.

Procurement Schedule

- Issue Date: Friday, May 27, 2022
- Letter of Intent to Bid Deadline: 5:00 p.m. CST Monday, June 6, 2022
- Deadline for Submission of Questions: 4:00 p.m. CST, Wednesday, June 15, 2022
- Question and Answer/Response Release: Wednesday, June 22, 2022
- Response Deadline: 5:00 p.m. CST, Monday, July 11, 2022
- Evaluation of Proposals: July 15, 2022 – 12:00 p.m. CST August 15, 2022
- GCWDB Meeting/Proposal Action: 4:00 pm CST, Thursday, August 25, 2022
- Pre-Award Audit & Negotiations: August 26 – September 8, 2022
- Transition Period, if required: September 8 – September 30, 2022
- Contract Year One FY 2023: October 1, 2022 – September 30, 2023
- Renewals for FY 2024-2026, contingent upon performance and availability of funds

Letter of Intent to Bid

A letter stating the proposer's *Intent to Bid* is strongly recommended, but not mandatory. The *Intent to Bid* letter should be submitted and received by Golden Crescent Workforce Development Board by the date provided in the Procurement Timeline section above.

The letter of *Intent to Bid* must be presented on company/business letterhead and must include the written signature of a person with authority to represent the proposer. Letters of *Intent to Bid*, that meet the signature requirement, may be submitted electronically as an email attachment, via facsimile or via private or public mail carrier to the following address:

Golden Crescent Workforce Development Board

120 S. Main #501

Victoria, Texas 77901

E-mail: josetroncoso@gcworkforce.org

Fax: (361) 573-0225

Response Deadline

All proposals and/or modifications to proposals must be hand-delivered, mailed, or delivered via courier and received/recorded no later than 5:00 p.m. CST, Monday, July 11, 2022, at 120 S. Main, Suite 501, Victoria, Texas. The official time is determined by GCWDB. A receipt will be prepared upon request at the time of submittal of the proposal. No protests of timely submissions will be considered without such receipt. **Faxes and e-mail delivery are not acceptable.**

Contact Person

The Golden Crescent Workforce Development Board (GCWDB) is not responsible for the accuracy of information obtained from sources other than the authorized contact person for this procurement. Communication with any GCWDB staff person or GCWDB member, other than the contact person for this procurement in reference to this RFP **is prohibited** unless prior written approval is obtained from the contact person, Jose Troncoso. Failure to follow this provision may be grounds for disqualification of the proposal, at the sole discretion of the GCWDB. Please direct all questions regarding this procurement to:

Jose Troncoso
Golden Crescent Workforce Development GCWDB
P. O. Box 1936 120 South Main #501
Victoria, TX 77902 Victoria, TX 77901
Phone: (361)576-5872 Fax: (361)573-0225
e-mail: josetroncoso@gcworkforce.org

Proposal Evaluations

Proposals will be evaluated on **completeness** and **clarity** of the response, **demonstration of knowledge** of workforce center operations and applicable program laws, rules, and requirements and **cost effectiveness**.

Proposals will be rated and scored by a team of independent evaluators and will be selected for funding by the GCWDB at a public meeting.

The GCWDB retains the right to accept, reject, or negotiate proposals received as well as to vary or waive any provisions set forth in this request for proposals in the best interests of the GCWDB. Offerors must achieve an overall score of at least 70 points to be considered for award.

Proposals will be reviewed for eligibility, compliance and to ensure all documentation has been submitted. Failure to provide the required documentation may result in the proposal being considered “non-responsive” and could result in disqualification.

Points will be awarded, as follows, on consistency of the proposed services with those described in this RFP.

| CRITERIA | POINTS |
|---------------------------------------|--------|
| Management/Administration | 10 |
| Demonstrated Experience/Effectiveness | 15 |
| Program Design/Service Delivery | 20 |
| Staffing and Staff Development | 15 |
| Quality Assurance | 10 |
| Fiscal | 15 |
| Budget/Cost Effectiveness | 15 |
| Subtotal | 100 |
| Bonus: HUB | 5 |
| Total Possible Points | 105 |

Services to be Provided

Services to be provided will include, but not limited to, the following:

- Child Care and Child Care Quality Services (CCS/CCQ)
- Adult, Dislocated Worker and Youth Services (WIOA)
- Temporary Assistance for Needy Families Services (TANF/Choices)
- Supplemental Nutrition Assistance Program Employment & Training Services (SNAP E&T)
- Wagner-Peyser Employment Services (ES)
- Reemployment Services and Eligibility Assessment (RESEA)
- Non-Custodial Parent Employment Services (NCP-Choices)
- Trade Act Adjustment Services (TAA)
- Communities In Schools Services (CIS)
- Veteran Services

Available Funding

The chart below is an estimate of the **total** GCWDB funding for GCWC programs.

| | FY 2022 Actual Budget | FY 2023 Planning Estimates |
|---|--------------------------------------|---------------------------------------|
| Child Care Services (10/1/22 - 10/31/23)* | \$5,340,268.00 | \$ 6,498,708.00 |
| Child Care Quality (10/1/22 - 10/31/23) | \$108,985.00 | \$132,627.00 |
| WIOA – Adult (7/1/22 – 6/30/23)** | \$308,385.00 | \$335,012.00 |
| WIOA–Dislocated Worker (7/1/22 – 6/30/23)** | \$709,383.00 | \$890,447.00 |
| WIOA – Youth (7/1/22 – 6/30/23)** | \$307,000.00 | \$332,875.00 |
| TANF/Choices (10/1/22 - 9/31/23) | \$634,689.00 | \$634,689.00 |
| SNAP E&T (11/1/22 - 9/30/23) | \$138,596.00 | \$138,598.00 |
| SNAP ABAWD (10/01/22 – 9/30/23)*** | \$91,642.00 | \$35,000.00 |
| Communities in Schools (09/1/22 - 08/31/23) | \$594,333.75 | \$594,333.75 |
| Non-Custodial Parent-Choices (09/1/22 – 10/31/23) | \$276,083.00 | \$276,083.00 |
| RESEA (10/1/22 – 12/31/23) | \$129,367.00 | \$129,367.00 |
| Total Program Funding | \$8,638,731.75 | \$9,997,739.75 |

*Includes Child Care Match /**WIOA Funding is biennial/*** Able Bodied Adults Without Dependents

All awards are contingent upon the availability and receipt of funds by the GCWDB expressly designated for the activities requested herein from the TWC and other grantor agencies.

The Contractor's budget is to pay for the Workforce Solutions Golden Crescent Centers staffing payroll, taxes, fringe benefits, travel, and operational costs. **Approximately \$2,600,000** is available for staffing, travel, and operational costs of the services herein.

The proposer shall provide a staffing plan for the centers along with a salary and fringe benefit schedule for the staff to be hired or retained to operate the centers. A current organization chart with titles is included in the Budget section of this request. Contractor will be responsible for the processing of payroll, travel, and operational expenses and monthly reporting. The contractor may charge an indirect rate or management fee (but not both) based upon the salaries, taxes and fringe benefits of staffing.

The GCWDB may provide an advance to the contractor with adequate bonding for an amount not to exceed salaries, taxes, and benefits for the month. Any advance provided must be discussed and agreed to during contract negotiations; otherwise, the contractor will be paid on a cost reimbursement basis based upon the monthly expense report provided.

The Contractor's budget includes funds for travel and operational expenses:

- Advertising - personnel related (board oversees all marketing of center and programs outreach)
- Communications - such as cell phones utilized by contractor staff (board covers telephone services such as long-distance calls, phone monthly fees, data line and other internet connectivity costs)
- Contract labor - temporary labor needed by contractor
- Office supplies
- Personnel related costs - such as background checks, medical testing, etc.
- Postage and delivery charges
- Memberships and dues in professional organizations
- Travel - such as mileage, meals, lodging, etc.
- Conferences, training and staff development

The GCWDB maintains funding and responsibility for:

- Building Leases
- Building Repair and Maintenance---utilities, janitorial and other occupancy-related expenses
Equipment Purchases, equipment rental, equipment repair and maintenance, software licenses, software maintenance. A list of the WSGC equipment located in the workforce center offices can be obtained from the GCWDB office upon request.
- Data Line and other internet connectivity costs
- Marketing---program outreach
- Insurance---for equipment and facilities
- Professional Memberships and Dues for the centers
- Publications/Subscriptions

The contractor must submit an approved monthly operational invoice identifying expenses by funding and general ledger code along with requested supporting reports as identified by the Board no later than the 10th calendar day of the month following the billing month.

The Board will process supportive services, client training, and training-related costs and Child Care Services provider payments upon receipt of proper documentation. The Board will ensure that the Individual Training Accounts (ITAs) process, as established by the Board's ITA policy is completed before a client can enter training. Contractor will track all ITAs from date of issuance to completion and provide a monthly report to the Board.

Contractor will be responsible for coordination of services with other GCWDB approved contractors/vendors of the GCWDB which have been engaged to provide payroll services for temps, subsidized employment, workshops, seminars and other ancillary services for program participants, and the universal population. Contractor will be responsible for coordinating these vendor services throughout the seven-county area and the eight workforce centers.

WSGC has TWC Employer Services staff located at its centers. The staff will work under the overall direction of the Proposer selected.

Governing Provisions and Limitations

The only purpose of this RFP is to ensure uniform information in the solicitation of proposals for the operation and management of local workforce centers. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the GCWDB to pay for costs incurred in the preparation of a response or any other costs incurred prior to the execution of a formal contract.

- The GCWDB reserves the right to withdraw or reduce the amount of an award or to cancel any sub-award or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources or due to legislative changes.
- The intent of this RFP is to identify the various contract alternatives and estimates of costs for the services (or products) that are being solicited. The GCWDB is under no legal requirement to execute a contract from any proposal submitted.
- This is a negotiated procurement utilizing the Request for Proposal method, and as such, the selection and award of contract does not have to be made to the respondent submitting the lowest priced offer, but rather to the respondent submitting the most cost-effective responsive proposal that satisfies the GCWDB's criteria requirements.
- The GCWDB reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
- The GCWDB reserves the right to award a contract for any items/services solicited via this RFP in any quantity the GCWDB determines is in its best interest.
- The GCWDB reserves the right to request additional information, clarification of, or explanation of any aspect of a response to this RFP.
- The GCWDB reserves the right to correct any error(s) and /or make changes to this solicitation as it deems necessary.
- The GCWDB reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce development area.
- The GCWDB reserves the right to contact any individual, agency, employer or grantees listed in the proposal, to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications, and to request additional information from any and all proposers without the proposer's prior consent.
- A contract with the selected provider may be withheld, at the GCWDB's sole discretion, if issues of contract or questions on non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by the GCWDB if resolution is not satisfactory to the GCWDB.
- The GCWDB reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a sub-award or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any sub-award or agreement awarded.
- The GCWDB reserves the right to increase or decrease the quantities or magnitude of the services requested at the time of award and/or throughout the term of this contract.

- Proposers 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 GCWDB for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- Proposers shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, GCWDB member, employee, proposal evaluator, or agent of the GCWDB or elected official for purposes of affecting the outcome of this procurement.
- No employee, officer, or agent of the GCWDB shall participate in the selection, award or administration of a sub-award supported by workforce development funds, if a conflict of interest, or potential conflict, would be involved.
- Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships, consortiums or subcontracts.
- All proposals submitted must be an original work product of the proposers. The copying, paraphrasing or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
- The contents of a successful proposal become a contractual obligation if selected for award. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accrued by GCWDB resulting from proposer's failure to fulfill its contractual obligation, may be recovered from the proposer.
- A sub-award with the selected proposer may be withheld, at the GCWDB's sole discretion, if issues of contract or questions of non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. The GCWDB may withdraw award of a sub-award if the resolution is not satisfactory to the GCWDB.
- The solicitation and selection of proposals must conform to all relevant federal, state and local laws, regulations, rules, and policies governing the procurement of products, goods, and services. Bidders are responsible for familiarizing themselves with all such matters.
- The GCWDB or its designee will also conduct a pre-award review of the entity to include a financial integrity review prior to awarding a contract resulting from this procurement.
- The contract will begin October 1, 2022, and end September 30, 2023. At the end of the contract, the GCWDB reserves the right to negotiate an extension of the contract for up to three (3) additional years. The contract will be closed out at the end of each year. There will be no carry forward of unspent funds.

Administrative Requirements and Procedures

The following administrative requirements and procedures should be carefully reviewed prior to development of a proposal:

- It is the GCWDB's intent to award only **one (1)** contract for management of the Golden Crescent workforce center system.
- Contracts negotiated will be for a one-year period with an option to renew for **three (3)** additional one-year periods at the sole discretion of the GCWDB.
- The successful proposer must give consideration to current staff in filling workforce center positions. In the event of a transition and a reduction of staff, the GCWDB shall carefully oversee the process to ensure that there is no loss or disruption of service or reduction of quality.

- The GCWDB may provide an advance to the contractor with adequate bonding for an amount not to exceed salaries, taxes, and benefits for the month. This provision must be discussed and agreed to during the contract negotiations.
- Staffing costs will be allowable to the extent justification can be provided that the staff is necessary to achieve performance.
- The successful proposer will have management authority over Texas Workforce Commission personnel funded to provide Wagner-Peyser services. Proposers shall ensure as part of their proposal that such staff are integrated into the overall delivery of services. TWC staff shall be utilized primarily in Labor Exchange Services and Trade Act.
- The successful proposer will be required to maintain automated records of customer activity, financial management, property, procurement, plans, policies and procedures, internal and external evaluations and performance. In the event the sub-award is not renewed or is terminated, the current Subrecipient agrees to provide any and/or all of the identified records to the GCWDB.
- The successful proposer agrees to use The Workforce Information System of Texas (TWIST) and WorkInTexas (WIT) and other applicable state-mandated data systems, to maintain all customer records required to be tracked and reported to the Texas Workforce Commission and other applicable agencies, in the manner and timeframe required.
- The successful proposer further agrees to use any other automated systems prescribed by the GCWDB, including TWC and Texas Education Agency (TEA) programs and/or locally required programs such as Workforce Center Customer Tracking (VOS Greeter), and other selected assessment and tracking tools, etc.
- The successful proposer agrees to comply with the Texas Workforce Commission, Texas Education Agency and GCWDB policies related to information technology and security, including compliance and support of the GCWDB's Information Technology policies.
- Proposers may not charge individuals eligible for workforce programs a fee for any service; however, if the proposer intends to charge fees for non-eligible individuals or outside organizations, the service and fee structure must be fully described in the narrative and approved by the GCWDB prior to implementation. The GCWDB reserves the right to retain all or a portion of the income generated from such activities.
- The successful proposer must comply with audit requirements as set forth in the TWC Financial Manual for Grants and Contracts. A copy of the audit report for the last two (2) years, including management letter, must be submitted to the GCWDB. GCWDB reserves the right to conduct or cause to be conducted an independent audit of all funds received under a contract issued by the GCWDB, notwithstanding the afore-mentioned requirement. Such audits will be conducted in accordance with applicable laws, rules, regulations, and established professional standards and practices.
- Proposers will submit a Single Audit, as appropriate, each year of operation. Commercial organizations will have the option of auditing the contracted-for program or submitting organization-wide audits. This will be determined during negotiations. GCWDB also requires that proposers submit a copy of the last two annual audits and an unaudited financial statement, as of the ending date of their 2022 fiscal year, along with their proposal. If recent audits are not available, proposers should submit financial statements sufficient to indicate the fiscal integrity of the organization.
- Proposers must be able to demonstrate the necessary administrative capability and fiscal responsibility needed to operate the programs proposed and to demonstrate financial accountability required by federal grants. Proposers with multiple funding sources must have a cost allocation plan and must not double bill for items charged to the GCWDB.

- All contractors are subject to compliance monitoring (fiscal and program). At any time during normal business hours, and as often as deemed necessary, staff of Workforce Solutions Golden Crescent, TWC, the U.S. Department of Labor, other State and Federal agencies, or their duly authorized representatives shall have complete access to any and all records or papers that are related to a contract resulting from this RFP for the purpose of verifying performance and compliance with contractual terms and conditions, and applicable laws, rules, regulations, and policies.
- Proposer must agree to accept the management and operation of services for all workforce and youth activities/services including all required performance.
- Proposers shall be responsible for maintaining the centers as described in the Golden Crescent Strategic and Operational Plan.
- Proposer must agree to follow the GCWDB fiscal policies, comply with grant requirements and TWC Financial Manual for Grants & Contracts.
- Administrative: Indirect Rates or Management Fees must meet the requirements specified in the TWC Financial Manual for Grants and Contracts. Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective. All costs are allocable to a particular cost objective, such as a grant, project, service or other activity, in accordance with the relative benefits received. If indirect costs or an administrative fee will be a part of the budget, detail must be provided with the proposal as follows: 1) the methodology used to arrive at the rate including a description of all costs included; 2) the amounts used per line item (i.e. salaries, supplies, etc.) to calculate the rate, and; 3) a description of the process used to reconcile the rate charged to the actual costs incurred; and an approved indirect cost rate approval from cognizant agency. WSGC will not pay indirect cost for any direct customer service (i.e. ITA, support services, etc.)
- **The costs for administration must not exceed 3% of the funds requested for the operation of the workforce center system.** The amount for administrative costs will be negotiated with the selected entity.
- **Profit is an allowable cost and capped at 10% of the total contracted amount. Profit is only available as a budget line item for a for-profit organization and will be a factor in the evaluation process.** To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the sub-contractor, the sub-contractor's investment, the amount of sub-contracting, the quality of its past performance record, industry profit rates in the surrounding geographical area for similar work, and market conditions in the surrounding geographical area. For subsequent contract years, the amount of profit will be negotiated based on the following factors:
 1. Exceeding minimum standards for contracted federal and state performance measures;
 2. Achieving satisfactory progress in a continuing focus on the integrated service delivery system that is currently in place by utilizing co-enrollment, assessments, and skill enhancements to provide customers with a high level of relevant service; and,
 3. Meeting contractual expenditures, enrollment and program requirements, which includes satisfactory monitoring reviews.
- A non-profit or governmental entity is not eligible to earn profit from a contract resulting from this RFP and will be required to turn over any profit (i.e. excess of revenues over expenses) at the end of each contract year.
- For subsequent contract years, a contractor will also have the option to earn incentive payments with the amount of the financial incentive subject to negotiation and payments used only for staff development and System Quality Improvement initiatives. Specific requirements for incentive pay will be identified during contract negotiations; however, criteria for eligibility

will include staff training provided, grants obtained outside the scope of formula funding, and the number of partners recruited including MOU's, Letters of Agreement, or co-locations at Workforce centers.

- Final adjustments to indirect costs, administrative costs and profit will be made during contract negotiations once direct program participant costs have been determined.
- Proof of insurance is not a requirement for the submission of a proposal, but selected proposers will be required to obtain all insurances specified in this RFP and provide the Board with proper certificates or policies prior to commencing work under a contract resulting from this RFP. Workforce Solutions and its Board of Directors must be listed as an additional insured on each policy with waiver of subrogation.
- General Liability – The contractor is required to carry a general liability insurance coverage for the institution sufficient to cover any liability that may arise from the performance of this contract. General liability insurance should cover bodily injury and property damage to a third party and personal injury; \$1,000,000 each occurrence or two million dollars aggregate is required. A reasonable deductible is allowed, not to exceed \$10,000.
- The GCWDB provides on-site accident/medical insurance for participants enrolled in activities not covered by worker's compensation.
- If the contractor or their employees use motor vehicles in conducting activities under this contract, liability insurance covering bodily injury and property damage must be provided through a commercial insurance policy. Such insurance shall provide a minimum coverage of:
 - \$1,000,000 liability per occurrence
 - \$2,000,000 aggregate liability
 - \$300,000 property damage
 - \$1,000,000 Personal Injury Protection
 - \$300,00 Uninsured Motorist Protection
 - \$1,000,000 Cyber Liability
- If self-insured, the contractor warrants that it will maintain coverage sufficient to cover any liability specified above that may arise from the performance of this contract.
- If the contractor warrants that it is a unit of government and that it is self-insured, then the contractor must be able to pay any obligation that it incurs under the terms of this agreement including any liability that may arise from the performance of this contract. Additionally, the contractor shall ensure that all employees are covered by Workmen's Compensation insurance.
- The portion of the cost of Workmen's Compensation insurance and other coverage that applies to Center employees should be included under personnel costs-other with detailed on the supporting schedule.
- Fidelity Bonding – Contractor must provide a fidelity bond that indemnifies the Board and TWC against loss arising from a fraudulent or dishonest act of the Contractor's officers and employees holding positions of fiduciary trust.
- Contractor must be the insured entity and the Board must be the assigned certificate holder. The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point. If the contractor desires to receive an advance of funds, bonding is required. The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point.
Such amount will be determined based on cumulative amounts drawn during any consecutive three-day period for single or multiple funding sources.

- In addition, the Contractor must secure an additional amount of funds against loss as follows: if the amount secured by the Contractor’s fidelity bond is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point, but is less than 10% of the funds subject to its control, the difference must be secured through bond, insurance, escrow accounts, cash on deposit, or other methods in accordance with the Texas Administrative Code, Title 40, Part 20, Rule 801.54 and the requirements of the TWC Financial Manual for Grants and Contracts, Chapter 3.
- Crime Policy (ERISA included) – Contractors must have a Crime Policy (ERISA included) against acts of dishonesty, forgery or alteration, and computer fraud and Data Breach Policy both at \$1,000,000 each. Deductible may not exceed \$10,000.
- Contractors must ensure that all activities and services provided pursuant to an executed contract comply with the requirements of Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act Amendments Act of 2008 (ADAAA), with respect to physical and program accessibility.
- Contractors must conduct all programs and services in accordance with the provisions of the following laws:
 - 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;
 - American with Disabilities Act Amendments Act of 2008 (ADAAA), as amended;
 - Non-Traditional Employment for Women Act of 1991, as amended;
 - Section 188 of the Workforce Innovation and Opportunity Act of 2014; and
 - All applicable rules and regulations issued under these laws.
- Contractors shall not deny the benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment on the basis of race, color, national origin, sex, sexual preference, religion, age, physical or mental disability, temporary medical condition, political affiliation, belief or any other characteristic covered by state or federal law.
- Contractors must comply with the Board’s Marketing Standards and Guidelines regarding the use of contractor name and logo on all printed materials, advertising, and marketing.

Timeframe for the Delivery of Services

The GCWDB is interested in the successful proposer’s immediate commitment to the continuation of the GCWDB one stop plan and the strategic and operational plans. Proposers are asked to address how they would assume immediate responsibility for the delivery of services if awarded a contract. A transition period, if applicable, has been set for **September 8 – September 30, 2022**. It will be the responsibility of the selected contractor (other than the incumbent subcontractor) to transition all programs without interruption of services into the new contract period.

Service Level Expectations

The GCWDB reserves the right to review and monitor proficiency. Proposer must be able to follow Federal, State, and GCWDB policies and procedures regarding certain program elements. In addition, it is the intent of the GCWDB to be actively involved in the planning and creation of an exemplary workforce development system in the Golden Crescent. To this end, it will be the expectation of the GCWDB that the management and staff of the WSGC centers work collaboratively with the staff of the GCWDB on an ongoing basis to ensure best practices are employed system-wide and to implement continuous improvements to the proposed systems.

The selected proposer will be expected to coordinate with other agencies and programs that are part of the workforce system; some may be co-located in the workforce center or may have an office at another location. The Golden Crescent Workforce Development Strategic and Operational Plan 2021-24 lists additional partners. The contractor will be required to coordinate operations and services with these partners. Some partners/programs include, but are not limited to:

- Texas Workforce Commission
- Texas Health and Human Services Commission
- Texas Workforce Commission Vocational Rehabilitative Services \
- Texas Education Agency
- Senior Community Service Employment Program
- Job Corps
- Texas Veterans Commission
- Office of the Attorney General
- Adult Education and Literacy Program

Selected proposer must be able to demonstrate the ability to perform in a multifaceted environment. They must submit a plan that describes how they will serve the employer as well as the universal job seeker along with the UI claimant, the long-term unemployed, the dislocated worker, veterans, disabled, foster youth, in-school youth and out-of-school youth.

The selected proposer will be required to maintain a single case file for each program-funded participant. The files will be evaluated for programmatic requirements and data integrity.

The selected proposer will be required to report monthly activity to the GCWDB so that services can be evaluated.

Proposal Budget

Proposers must complete the budget section of the proposal in the required format. Under no circumstances shall contractor/management fees, profits and/or program income exceed the amounts specified in this proposal under the Administrative Requirements and Procedures.

Indirect costs are considered administration. An indirect cost or overhead charge to be leveled against the services to be provided under this agreement must be approved by a federal cognizant agency. Direct overhead costs are also administration. Administrative costs and/or indirect charges will require detailed supporting documentation including an approved Indirect Cost Agreement. These costs will be negotiated as a separate item during negotiation. Final determinations regarding administrative costs and/or indirect charges will be made during contract negotiations.

Profit is only available as a budget line item to for-profit organizations. The payment of profit will be negotiated as a separate item during negotiation. Final determinations regarding profit will be made during contract negotiations. Proposers will be required to certify estimated budgets in accordance with regulatory requirements. The payment of profit will be based on achievement of GCWDB measures and will be negotiated.

All purchases must be made in accordance with State and Federal procurement requirements which require a cost/price analysis prior to the procurement.

Computers, furniture, and equipment currently assigned to staff at the workforce centers will be made available to the successful proposer.

Contract Provisions

The GCWDB will award a cost-reimbursement contract. The GCWDB has standard contract boilerplate language the terms of which are non-negotiable. A sample of typical contract language may be obtained upon request. The work statement and performance will be negotiated.

Appeals and Debriefing

Appeals – Proposals not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed with the GCWDB Executive Director within ten (10) calendar days of the date notification letter is postmarked. Appeals shall be in writing addressed to the GCWDB Executive Director and shall indicate the GCWDB action appealed, 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 the time frame is a condition precedent. There is no relief afforded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing GCWDB procedures.

Request for Debriefing – Proposers not selected by this procurement process may submit within 10 days of the receipt of GCWDB notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The GCWDB shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date, time and location of the scheduled debriefing. The Debriefing shall be scheduled no later than ten (10) days from the receipt of the request. A debriefing is offered as a courtesy and good faith effort to any proposer who is not selected. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system and help unsuccessful proposers understand why they were not selected.

Program Goals and Objectives

- Ensure that employer-driven services meet the specific needs of local employers and individuals.
- Involve employers and job seekers in improving existing services and developing new ones.
- Encourage local education agencies and other partners to work with employers to develop and provide timely training and educational programs specific to the current and future skills requirements of employers.
- Establish and utilize performance measures and benchmarks to monitor and assess the workforce development system’s ability to achieve its objectives.
- Local area customers will acquire educational credential(s) necessary to sustain self-sufficiency.
- Refine a system for the development, recognition, and use of industry-defined/customized training for currently employed workers to facilitate upward mobility into higher-skill, higher-wage demand occupations, thus creating positions for entry level workers in the workforce.

- Provide education and training opportunities to incumbent workers, based on availability of funding, to upgrade occupational skills that result in earnings gains and career advancement in demand occupations.
- Inform GCWDB Members on local goals, details, issues, connection to community needs, etc.
- Connect to employers to enhance public image and workforce center service delivery.
- Become effective advocates and ambassadors marketing workforce services to the community.

Proposers must provide written documentation that they have in the past achieved performance requirements imposed by the TWC. Updated and/or additional goals may be mandated from TWC and will be transmitted to the successful bidder upon receipt.

Workforce Solutions Golden Crescent Centers

Selected proposer will be required to staff and manage eight (8) WSGC centers and a mobile unit as needed, within the GCWDA. Services will be provided at a minimum from Monday through Friday between the hours of 8 a.m. and 5 p.m. CST, excluding official state or federal holidays, and at such other times as deemed necessary by the GCWDB Executive Director.

It is the GCWDB's responsibility to select facilities. Any leased space proposed by bidders for additional locations under this RFP must receive prior approval from the GCWDB prior to execution.

WSGC offers universal access to workforce services through multiple communication avenues including physical service sites. It is requested that interested proposers explain in the narrative part of this proposal how they will continue, improve, and expand the current workforce center network.

A fully integrated employer-driven demand system is the ultimate goal, so that the full complement of workforce development services will be available to all employers and job seekers in the Golden Crescent WDA.

Selected Proposer will be expected to add additional programs as requested by the GCWDB.

Current WSGC locations are: 120 South Main, Victoria; 1137 North Esplanade, Cuero; 903 South Wells, Edna; 329 West Franklin, Goliad; 1617 E. Sarah DeWitt Dr., Gonzales; 1800 South Highway 35, Port Lavaca; 307 Crittenden, Yoakum; and 727 S. Promenade, Hallettsville. WSGC also has a fully self-contained Mobile Workforce Unit that is expected to be dispatched with at least one (1) staff member according to rotating location calendar throughout WSGC Service Delivery Area. (Schedule available upon request).

Front line staff will be cross-trained to provide information and access to all WSGC and community services.

Proposal Format and Response Requirements

Proposer shall submit to the GCWDB one (1) original and one (1) duplicate copy with all attachments; three (3) duplicate copies with budget attachments only; and one (1) electronic copy of complete proposal (with all attachments) on a thumb drive. Any proposal lacking sufficient copies may be considered non-responsive. Original signatures must be in blue ink.

All proposal responses must be submitted on 8 1/2" X 11" paper, preferably with 1" margins and in 12-point font and a have a header or footer including the name of the organization submitting the response and page numbers (when possible). Page numbers should be consecutive from beginning to end, including attachments. Do not bind proposals. One staple or binder clip will be sufficient.

Any proprietary information should be clearly marked as confidential.

Do not submit items which are not specifically requested.

You are requested to respond to every question asked. If a question does not apply to you, restate the question and respond with "not applicable". If you are not sure whether you need to answer a question, submit your question within the Q&A deadline given to the GCWDB contact person as instructed.

In your response, please restate the question with the response immediately following the question. When used, the word "demonstrate" shall mean to describe, explain, or illustrate by examples, specimens, experiments, or the like; to manifest or exhibit; show; to make evident or establish by arguments or reasoning; prove. Proposals will be evaluated based on how well you have "demonstrated" your capability.

Please number questions and responses as shown in the RFP. Do not change the numbering system, as the rating sheets are keyed to the question numbers.

You may respond to questions by referring to another response in your proposal if page and paragraph number are referenced.

If a question asks for a "yes" or "no" answer place the yes/no response at the beginning of your answer, followed by any narrative information requested.

All proposals become the property of the GCWDB and will not be returned to proposers.

Proposers must use the budget sheet provided which is available upon request via email. **Include a detailed Budget Narrative and Staffing Plan Allocation by Fund on separate spreadsheets.**

Proposals should be submitted in the following order with each section clearly marked:

- Attachment A: Respondent Cover Sheet (signed) - *All items on the cover sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority – a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization.*
- Table of contents
- Offeror's Narrative response
- Budget Sheet and Budget Narrative
- Required attachments:
 - Attachment B: Certification Regarding Lobbying, Debarment, Suspension and other Responsibility Matters, Equal Opportunity/Non-Discrimination, and Drug-Free Workplace Requirements
 - Attachment C: Certification Regarding Texas Corporate Franchise Tax Certification
 - Attachment D: Certification Regarding Conflict of Interest

- Attachment E: Assurances and Certifications
- Attachment F: Administrative Management Survey
- Attachment G: Financial Systems Survey
- Resumes for all key management staff and job descriptions for all positions that are a part of this proposal, whether funded [or not] by the resultant contract
- Organization-wide audits for most recent two years and unaudited financial statement as of FY 2022
- Performance reports for the last two years and year-to-date report for current year
- Self-Evaluation/Quality Assurance Plan
- Certificate of Historically Underutilized Business (HUB), if applicable
- Certification of nonprofit status, if applicable
- Articles of Incorporation OR Charter, if applicable
- Fidelity Bond Certificate

Make sure that all forms requiring signatures are signed in blue ink by the individual authorized to bind your organization in contractual agreement. Failure to do so may result in a non-responsive proposal.

STATEMENT OF WORK

Every question in the Proposal Narrative is required to be answered in a thorough manner that remains focused on the topic in question. Be concise and to the point.

In answering the questions avoid the following:

- Imposing responsibilities on any party that has not agreed to those responsibilities in advance. A memorandum of understanding is to be submitted if you assign responsibilities to another party.
- Including promises to perform an activity or provide a service that your organization does not have the capacity to provide or ensure.
- Making assumptions that the readers of your proposal know or understand your organization, its capacity, activities, services or budget assumptions.
- Using jargon and abbreviations that may not be understood outside your organization or industry.

SECTION ONE - Management and Administration (10 Points)

1. Provide a brief history of your organization including year established. Briefly describe your organization structure and provide an organization chart and delineate how proposed Workforce Center management will be incorporated into the roles of responsibility.
2. Identify any governing board associated with your organization. Describe its function and responsibility.
3. Has this organization contracted with any Local Workforce Development Board in the past? If yes, what year and what services were contracted? Provide the names and phone numbers of references so that information provided can be verified
4. Describe the governance and oversight role of your organization to the local staff.

5. Describe your management approach to effectively and efficiently manage the people, processes, and resources necessary to exceed performance outcomes and programmatic deliverables.
6. Describe how management will coordinate with Board staff to ensure the successful operation of the Center system.
7. Describe the use of technology in the delivery of services, dissemination of information, improved employee efficiencies, increased communication with customers (job seekers, program participants, and employers).
8. Proposer will be responsible for data entry into TWIST and other state-based information systems. The data entry is relied upon by the State to determine whether the WSGC has met its performance standards. How will proposer assure the accuracy and reliability of the data entry?
9. Provide any other information relating to proposer organization's experience which would be helpful to the GCWDB in assessing whether proposer has the requisite knowledge and experience to manage a full-service workforce center providing services to both universal and targeted populations. Provide specific information as it relates to services to the youth, persons with disabilities and veterans.
10. Describe your proposed transition plan. Include actions to be taken by you and the current contractor to ensure a smooth transition of services. If you are the current Center operator, describe the actions you will take to ensure a smooth transition of the management functions to another contractor.

SECTION TWO - Demonstrated Experience/Effectiveness and Performance (15 Points)

1. Have any of proposer's contracted programs been subject to negative monitoring findings in the last three years? (Specify details and indicate if they were resolved within the contract period, were subject to repayment, or were part of a federal audit investigation. Make sure a copy of last two audits and unaudited financial statement (ending date FY 2022) are included with proposal submission).
2. What is proposer's experience in working with employers in rural areas? Indicate experience in the areas of rural expansion, marketing, job development, economic development, addressing limitations in transportation, and limited availability of jobs.
3. Demonstrate your ability to serve individuals with barriers to employment. Describe how you will address service to the long-term unemployed, persons with disabilities, the under-employed, veterans, out-of-school youth, foster youth, UI Claimants, ex-offenders and those who have multiple barriers to employment.
4. The successful bidder will be required to provide updated local operations procedures (LOP) within 60 days of contract. Please demonstrate your ability and past experience in writing procedures.

5. Present your organization's annual performance standards for the Workforce Center Service Provider contracts your organization has managed over the last three years. Include all program performance indicators and measures, both federal and state.
6. For each standard or measure not achieved in these other contracts, describe the corrective action you took to address these deficiencies, and the result of these actions.
7. Discuss your understanding of the WIOA Outcome Measures, Reemployment and Employer Engagement and Participation measures and their application to Center programs and services.
8. Describe any awards, recognitions, or noteworthy achievements that your organization has received during the past two years.
9. What special efforts will be expended to meet each contracted performance measure and how will progress be tracked and reported to the GCWDB on a regular basis?
10. Describe your complaint management process. Include how you will ensure that both staff and customer complaints are resolved effectively and efficiently. Describe how customer complaints are analyzed for program improvement.

SECTION THREE – Program Design/Service Delivery (20 Points)

1. Describe your knowledge of the Golden Crescent workforce area to include targeted industries and occupations.
2. Describe your performance forecasting methodology and strategies on how you will ensure performance measures are exceeded.
3. Describe how you will measure customer satisfaction for job seekers and employers, including methodology and frequency and how the results will be used to improve services.
4. Present a customer flow chart/s detailing your proposed service design to serve job seekers. What efforts will you undertake to expand and improve services to rural job seekers and program participants?
5. Describe your strategy for integrating programs, resources and services in the workforce center system.
6. What is your strategy for identifying and outreaching employers, including; large, small urban, and rural?
7. How will proposer collaborate with core partner/programs such as Adult Education/Literacy and Vocational Rehabilitation to align services to meet the needs of shared customers? Identify the partner and describe the purpose, the specific actions and activities, and expected outcomes of each collaboration.

8. Describe how you will conduct a comprehensive assessment of each customer's basic skills, occupational skills, educational background, prior work experience, employability, career interests and aptitudes, financial needs, and the need for supportive services.
9. Describe how management staff will disseminate information to all front-line staff regarding special projects or grant-funded initiatives and how objectives of the special projects or programs will be met.
10. Describe proposed coordination of efforts used to ensure successful program administration, including the roles of the entities involved. Include plans for coordinating with other agencies and schools and special arrangements between you and employers designed to benefit workforce programs. Include in your discussion, 1) how partners who are not co-located will coordinate services with full-service centers 2) how proposer will coordinate services and resources among all counties within the GCWDA.
11. Please describe how you will ensure a coordinated employer-driven system that integrates all programs' staffs into a non-duplicative delivery of services. Describe your plans to cross-train staff to ensure that they understand the system and all program requirements; will be able to work with employers and job seekers and can appropriately document and report program activities.
12. In reference to WIOA Youth and Communities In Schools programs, how will proposer ensure appropriate linkages with WSGC youth services, local ISD's/educational entities, employers, and other partners, to ensure the WIOA 14 Youth elements are addressed and each programs' goals are achieved?
13. How will provider coordinate TANF/Choices and SNAP E&T with HHSC and NCP-Choices with Office of Attorney General, respectively? Describe proposer's experience in coordinating with state agencies.
14. How will you ensure that Choices staff meet the All-Family Full Work Rate participation requirements to secure and maintain employment?
15. Indicate proposer's strategy for establishing priority of service to veterans and foster youth.
16. Describe the process for data collection and analysis to assess performance progress and measure success. What is the type (and frequency) of data collected? What is included in the reports and who reviews them? What is the result of the reviews and analysis and how are the results used? What information is reported to the Board?
17. Describe strategies the proposer will use to determine the needs of the employer. How will proposer ensure that the employer is the primary customer?
18. In making referrals to ETPS-approved training providers, how will proposer assure applicant choice, as well as ensuring that that choice is reasonable and attainable by clients?

19. Describe your experience in serving persons with disabilities and students with disabilities such as the Summer Earn and Learn (SEAL) program and other work-based learning models?
20. What strategies will proposer employ to recruit sufficient numbers of individuals to ensure an even flow of people throughout the year and referrals to child care, assessment and training occur on a timely basis?
21. What special efforts will proposer employ to outreach individuals targeted for services by the Trade Adjustment Act, and Reemployment Services and Eligibility Assessment (RESEA)?
22. Provide strategies to ensure the registration/eligibility determination, referral, and enrollments are completed according to the written policies and procedures and without bias or favoritism.
23. Describe how orientations to services will be coordinated and conducted for all programs, including youth, in all counties. What types of information will be included in the orientations and how often will they be conducted?
24. Describe how you would ensure availability of staff in each county to provide coordinated intake and registration. What method will proposer employ to monitor registration/eligibility determination?
25. What system will proposer put in place to assure that all documents are collected prior to full objective assessment?
26. Discuss your knowledge and experience in working with assessment instruments in determining employment goals, achieving objectives, and appropriate services. Describe proposed methods for assessing the needs of individuals with a disability.
27. Describe your integrated case management process. Include a description of mentor your approach to initial assessment, employment plan, co-enrollment, referral to training, continued needs assessment, support services, training related job placement, retention and follow-up services.
28. How will proposer differentiate between job-ready applicants and individuals needing intensive services? What efforts will be directed toward job-ready applicants and individuals who may require more specialized services to meet program requirements?
29. How will proposer address the requirement to refer individuals to other program services, i.e., basic and remedial education/competency-based education, work experience, vocational classroom training, and supportive services?
30. What experience does proposer's organization have in managing or providing job development, job placement services, and on-the-job training (OJT)? Indicate:
 - a. The populations proposer's organization has had experience in serving;
 - b. The types of jobs developed;

- c. Employers or employer organizations proposer has worked with;
 - d. Statistics demonstrating percentage of individuals placed into jobs and their retention following placement
31. Describe how proposer's contacts, knowledge of the labor market, and special expertise will increase services in the workforce area for employers and job-seekers? What is proposer's familiarity with target and demand occupations in the Golden Crescent labor market or how will proposer familiarize themselves with the Golden Crescent labor market?
 32. Specify links to employers and methods to be used to increase the number of successful job placements and retentions. Include any current agreements you have for these services. What relationships does the proposer have with education and other public agencies that will aid in the placement of individuals into jobs?
 33. Describe how you plan to coordinate and work with employers in each county to ensure training needs are being met and customers are qualified to join the workforce.
 34. During the mandated retention periods for all customers what will your organization do to foster retention on the job?
 35. Describe plans for any paid or unpaid work experience. Describe how it will be designed to promote the development of good work habits and basic work skills for individuals who have never worked or who have been out of the labor force for an extended period of time. How will you determine the length of time of an individual's work experience? Describe how work experience will be accompanied by other services designed to increase the basic education and/or occupational skills of the customer.
 36. Please describe your experience in providing Child Care Services including Child Care Quality. List each Child Care contract your organization has operated in the last two years, including:
 - a. name of entity;
 - b. total amount of contract, then breakdown by operation/administration, fund codes;
 - c. percentage of contract expended by fund code/funding source;
 - d. period of contract;
 - e. which WDB area;
 - f. number of clients served per month;
 - g. type of services provided;
 - h. average number of CCS providers recruited and paid each month;
 - i. results from the most recent monitoring review and audit;
 - j. other indicators of successful contract performance.
 37. Provide strategies for the ongoing recruitment of new providers to expand the availability of child care within the GCWDA, including child care during non-traditional hours, expansion in rural areas, sick child care, and employer-dependent care collaborations.
 38. Describe strategies to implement child care quality improvement activities including increasing the number of providers seeking and obtaining Texas Rising Star certification

(or TRS advancement), increasing consumer education, parental choice and professional development training.

39. Describe how the proposer will maintain communication with all providers regarding changes in policy, budgets, etc. that may have an impact on direct delivery.
40. Discuss plans for outreach and recruitment of community partners for the purpose of leveraging resources for local initiatives, i.e. at-risk child care.
41. Provide strategies to ensure that clients are provided sufficient information to make an informed decision when selecting appropriate child care from available vendors.
42. Provide strategies for monitoring compliance with rules, policies, child care provider agreement, quality of services and client satisfaction.
43. Demonstrate how proposer will use case management to promote parent cooperation such as complying with daily child care attendance requirements, reporting changes and parent fee.
44. Describe your funds management procedures for managing the child care funds to maximize expenditures of funds to be distributed throughout the fiscal year and how the proposer will inform the GCWDB of the need to open or close child care enrollment. Include names and qualifications of key staff that will be involved in this procedure.
45. Provide strategies for child care consumer education to be integrated into the overall plan of services to clients including the distribution of the Parent Consumer Guide including those with disabilities or limited ability to read English.

SECTION FOUR – Staffing and Staff Development (15 Points)

1. Is it the proposer's intent to hire current WSGC staff? If not, explain staffing plans.
2. Describe the employee benefits you will provide to workforce center staff. Does your organization have personnel policies and procedures? Please attach a copy of your organization's personnel policies which outline the terms and conditions for employment, compensation and fringe benefits, holidays, vacation and sick leave, travel, flex time, family friendly benefits, performance evaluations, conflict of interest and employee grievance procedures.
3. Describe how your organization will determine the training needs of your staff and how your organization will plan for this on an annual basis. Include a list of mandatory training for all staff. Provide the two previous years training schedules.
4. Please include in your organization's response a description of your cross training of program regulation and functions with the center staff. Please provide your timeline and plan to hire and cross-train staff.
5. Describe your experience in staffing and staff professional development.

6. How will you ensure staff are using the skills and knowledge gained through staff development activities?
7. Describe the role of the Business Services staff and how that role enhances services to employers – include how you propose to staff Business Services and provide them with the skills, knowledge and abilities to successfully market services and promote initiatives.
8. How will Business Services staff compliment the Board’s efforts at identifying employer needs and designing service strategies to meet those needs?
9. Describe how you will organize Center staffing and services based on functions rather than programs.
10. Describe your process for staffing the workforce centers.
11. Describe the staff evaluation processes, probationary periods, incentives, bonuses, merit increases, etc.
12. Describe how you would use technology throughout the organization to improve efficiency, improve staff customer service skills, and to promote communication and professional development of staff. How will you keep staff in rural centers engaged and feel connected to each other and to the larger Victoria WFC?
13. Describe strategies on the management of employee turnover that avoids interruption of services at workforce centers.
14. Describe in detail how management will communicate, coordinate, and effectively manage employees of TWC to achieve high performance, customer satisfaction and promote an overall team environment.
15. Describe your experience in staffing, and staff professional development. Describe your process for staffing the workforce centers by your organization.
16. Describe staff background and experience who will be onsite providing management and operational direction. Describe staff background and experience who will be assuring the fiscal accountability for federal grant funds.
17. Federal funds tend to fluctuate from year-to-year. How will proposer address these fluctuations as they affect staffing levels? Services to customers & recipients and others can only be reduced proportionate to funding.
18. Describe your planned staff development activities. What kinds of human resource development activities do you propose to ensure staff has the capacity to perform in an efficient and effective manner?

SECTION FIVE - Quality Assurance (10 Points)

1. Describe proposed Quality Assurance Strategies for:

- a) Risk management
 - b) Self-evaluation procedures
 - c) Internal monitoring reports and frequency
 - d) Compliance and Corrective action strategies
 - e) Implementation strategies
 - f) Follow-up strategies
 - g) TWIST, COLTS, CISNAV, etc. data information systems
 - h) Case Management
2. Provide evidence to support that your processes have resulted in continuous improvement, lower error rates and exceeded performance.
 3. Provide the organization's internal monitoring procedures to ensure program quality and compliance with all applicable regulations and policies;
 4. Describe proposer's quality assurance strategies of each program/function/grant that they undertake.
 5. Provide strategies for monitoring compliance with rules, policies, child care provider agreement, quality of services and client satisfaction.
 6. Demonstrate how the proposer will ensure that all areas will be reviewed on an annual basis and the reports shared with the GCWDB. Provide past schedules and overall completion.
 7. Demonstrate the flexibility and knowledge of the proposer to focus on areas of risk. How will you make decisions on areas to be reviewed and what reports will you use for making these decisions?

SECTION SIX - Fiscal (15 Points)

1. Is proposer combining funds or other available resources with the funds requested under this proposal? If yes, describe. Describe in-kind or cash contributions which will be used to support the program and assign a monetary value to the in-kind contributions.
2. Describe proposer's system, to support expenditures, for tracking and documenting customer activities including attendance in training.
3. Describe proposer's record keeping system and the elements of each record for:
 - a) Customer Records including attendance
 - b) Fiscal Records
 - c) Invoice Supporting Documentation
 - d) Staff Personnel and Time Documentation
4. What are proposer's other funding sources? Does proposer have the ability to repay disallowed cost(s)?

5. Does proposer's fiscal system provide for the allocation of staff costs to varying cost categories and grants? What will be the basis for the allocation?
6. Describe your method of accelerating or decelerating service provision given changing fiscal allotments from year-to-year and from time-to-time. How does your method ensure that customer service is adequate to meet the workforce needs of the customer?
7. Include a copy of your Self-Evaluation/Quality Assurance Plan which describes methods to ensure program quality and compliance with applicable acts, regulations and policies. Describe methods for correcting identified deficiencies. Include a detailed description of previous monitoring concerns and corrective action taken by the agency. Proposer must rectify any outstanding monitoring concerns in any program included in this procurement prior to receiving a contract under this process.
8. If proposer has been responsible for the conduct of an audit in compliance with OMB circulars, was the audit completed and submitted to the funding source within 180 days of the end of the grant program year?
9. Identify goals for fiscal management. How are budgets developed and tracked? How are expenditures planned to ensure adequate funding to support services throughout the contract period?
10. Has proposer ever had to pay back funds to a funding source or the federal government? If yes explain.
11. Corporate Information:
 - a) If proposer is a corporation what is the corporation's state of incorporation?
 - b) Is the corporation registered to do business in the State of Texas?
 - c) Is the corporation a subsidiary or wholly owned corporation of another corporation?
 - d) If the corporation is a wholly owned or subsidiary corporation, has the information provided regarding the corporation's fiscal references been provided for the corporation applying for funding?
 - e) How long has the subsidiary or wholly-owned corporation been in business?
 - f) What is the proposing corporation's main source of income?
 - g) Have any of proposer's officers been indicted or convicted of a crime involving fraud, embezzlement, theft, or conversion? If yes explain.

If equipment, staff, or materials will be charged to GCWDB and will be acquired from a related company, please specify and provide declaratory information. For new organizations, state detailed plans to become an established entity.

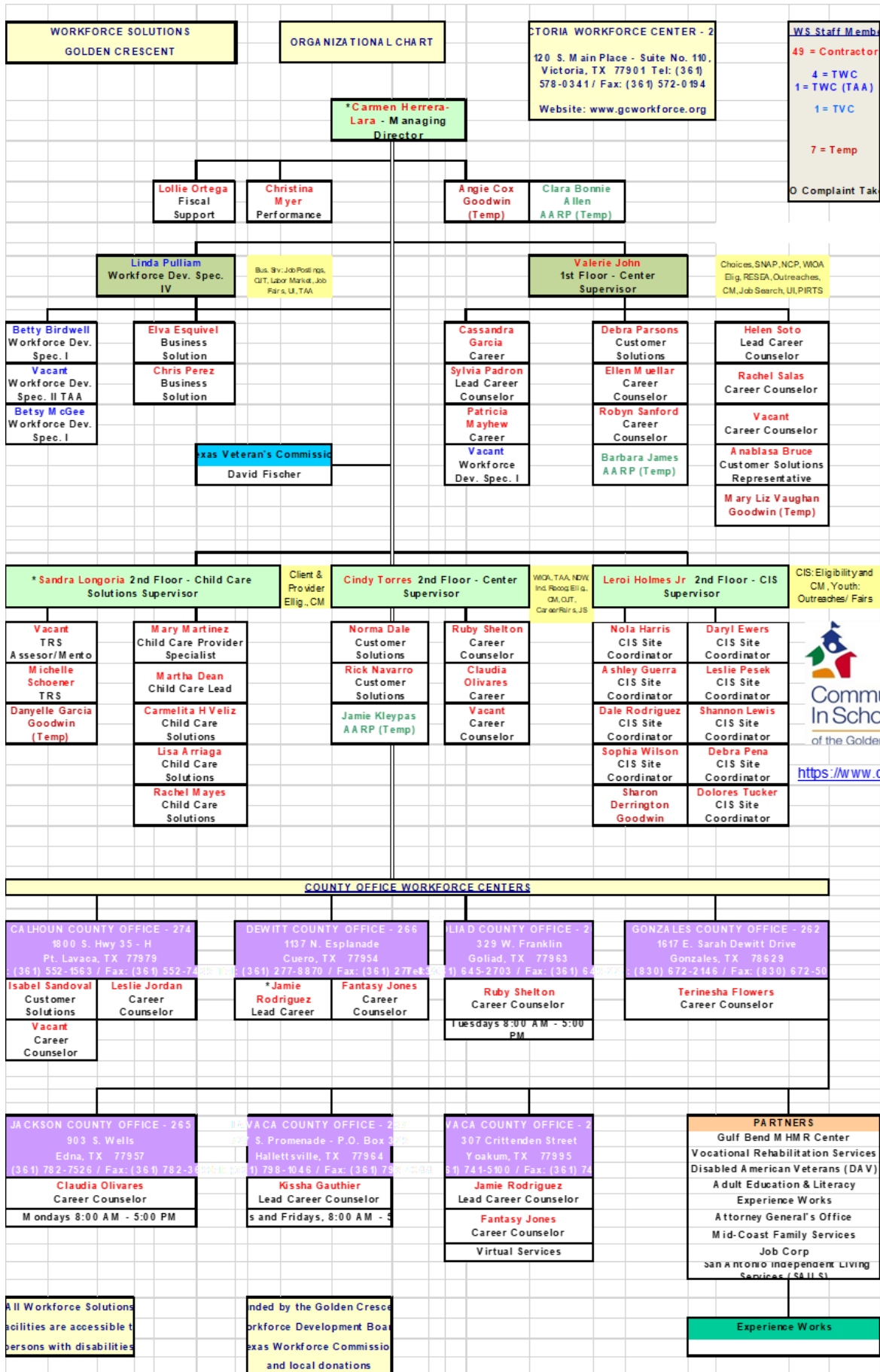
SECTION SEVEN – Budget/Cost Effectiveness – (15 Points)

Complete the following Budget form and provide detailed Budget Narrative. Organizational Chart reflecting current staffing level is included for reference. Also include Staffing Plan Allocation by Fund on a separate spreadsheet.

Request for Proposal: RFP 2022-WSP-03
(include staffing plan allocation by fund)

| | Proposed Budget | One Stop Funding | | | | | | | | Child Care | | CIS Prog | Total |
|---|-----------------|------------------|----------|------------|----------|----------|----------|----------|------------|------------|----------|----------|----------|
| | | WIOA Adult | WIOA DW | WIOA Youth | TANF | SNAP | NCP | RESEA | Child Care | CC TRS | CIS Prog | | |
| Salaries | 0 | | | | | | | | | | | | 0 |
| Fringe Benefits | | | | | | | | | | | | | |
| FICA | 0 | | | | | | | | | | | | 0 |
| SUTA | 0 | | | | | | | | | | | | 0 |
| WC | 0 | | | | | | | | | | | | 0 |
| Medical | 0 | | | | | | | | | | | | 0 |
| Life insurance | 0 | | | | | | | | | | | | |
| Dental insurance | 0 | | | | | | | | | | | | |
| Vision Insurance | 0 | | | | | | | | | | | | |
| Retirement | 0 | | | | | | | | | | | | 0 |
| Other Benefits | 0 | | | | | | | | | | | | 0 |
| Total Fringe Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Payroll Costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Operating Expenses | | | | | | | | | | | | | 0 |
| Contract Labor | 0 | | | | | | | | | | | | 0 |
| Communication-Telephone | 0 | | | | | | | | | | | | 0 |
| Insurance | 0 | | | | | | | | | | | | 0 |
| Office Supplies | 0 | | | | | | | | | | | | 0 |
| Postage/Delivery Charges | 0 | | | | | | | | | | | | 0 |
| Other Misc Expenses | 0 | | | | | | | | | | | | 0 |
| Other-Annual Audit | 0 | | | | | | | | | | | | 0 |
| Meals-WFC Staff Only | 0 | | | | | | | | | | | | 0 |
| Lodging-WFC Staff Only | 0 | | | | | | | | | | | | 0 |
| Mileage-WFC Staff Only | 0 | | | | | | | | | | | | 0 |
| Conference/Seminar Fee | 0 | | | | | | | | | | | | 0 |
| Staff Development | 0 | | | | | | | | | | | | 0 |
| Total Other Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Direct Costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Management Fee/Indirect (based on total PR costs) | 0 | | | | | | | | | | | | 0 |
| Profit | 0 | | | | | | | | | | | | 0 |
| Total Budget | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

* Proposer may not charge both an indirect cost and a management fee.



ATTACHMENTS

ATTACHMENT A: RESPONDENT COVER SHEET

ATTACHMENT B: CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, EQUAL OPPORTUNITY/NON-DISCRIMINATION, AND DRUG-FREE WORKPLACE REQUIREMENTS

ATTACHMENT C: CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

ATTACHMENT D: CERTIFICATION REGARDING CONFLICT OF INTEREST

ATTACHMENT E: ASSURANCES AND CERTIFICATIONS

ATTACHMENT F: ADMINISTRATIVE MANAGEMENT SURVEY

ATTACHMENT G: FINANCIAL SYSTEMS SURVEY

**ATTACHMENT A:
RESPONDENT COVER SHEET**

Submitted by:

Legal Name of Respondent Agency: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____ Title: _____

Telephone #: _____ Fax #: _____

E-mail address: _____

Signature and Title of Individual having Contract Signature Authority:

Signature of Authorized Representative: _____ Date: _____

Name & Title of Authorized Representative: _____

Tax/ Legal Status:

_____ Unit of Government _____ Public _____ Private _____ For Profit

_____ Not for Profit _____ Corporation _____ Non-Profit _____ Partnership

_____ Sole Ownership _____ Other (specify) _____

Federal Employer Identification Number: _____

Texas Comptroller ID Number: _____

Historically Underutilized Business (HUB):

HUB Certification Number: _____

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ATTACHMENT B
CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS, EQUAL OPPORTUNITY/NON-
DISCRIMINATION, AND DRUG-FREE WORKPLACE REQUIREMENTS

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

The undersigned contractor certifies that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee 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.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, 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.
- (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.

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

The undersigned contractor certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,

- (4) Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

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

Equal Opportunity/Non-Discrimination: This certification is required by the Federal Regulations, implementing Section 29 CFR part 38 of the Workforce Innovative and Opportunity Act under the Department of Labor.

WSGC is an Equal Opportunity Employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws. As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

- (1) 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 (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- (3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- (4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Other Federal statutes related to nondiscrimination that may apply must also be followed.

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:

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Contractor's policy statement;
- (4) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall 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;
- (5) Notifying Workforce Solutions within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (6) 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. Submission of this certification is a prerequisite for making or entering into this transaction.

Signature and Date

Printed Name and Title

**ATTACHMENT C:
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 D:
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%) of 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 E:
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. or any employee of the Golden Crescent 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 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.

We understand and agree 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 F:
ADMINISTRATIVE MANAGEMENT SURVEY**

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

| QUESTION | YES | NO | N/A |
|--|-----|----|-----|
| 1. Does your organization have current Articles of Incorporation? | | | |
| 2. Does your organization have written personnel policies? | | | |
| 3. Do your written personnel policies contain procedures for: <ul style="list-style-type: none"> a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills; b. Providing equitable and adequate compensation; c. Training of employees to assure high-quality performance; d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance; e. Assuring fair treatment of applicants and employers in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office? | | | |
| 4. If your organization does not have the procedures noted above, could your personnel policies be revised expeditiously to include these procedures? | | | |
| 5. Do your written personnel policies contain a prohibition against nepotism? | | | |
| 6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties? | | | |
| 7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and/or per diem at a specified rate? | | | |
| 8. Does your organization have a written employee grievance procedure used to resolve complaints? | | | |

| | | | |
|---|--|--|--|
| 9. Does your organization have the capacity or staff to produce and maintain records on project participants and/or other customers as well as other management information that may be needed? | | | |
| 10. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to GCWDB? | | | |
| 11. Does your organization have a State Comptroller Vendor Number? | | | |
| 12. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council? | | | |
| 13. Does your organization operate under local rules or by-laws? | | | |
| 14. Has your Board/Council reviewed and approved this proposal for submission? | | | |
| 15. Does your organization have a current approved fidelity bond? | | | |
| 16. Does your organization have an EEO/affirmative action plan? | | | |
| 17. Does your organization have a complaint or grievance process for customers? | | | |
| 10. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to GCWDB? | | | |
| 11. Does your organization have a State Comptroller Vendor Number? | | | |
| 12. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council? | | | |
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| 14. Has your Board/Council reviewed and approved this proposal for submission? | | | |
| 15. Does your organization have a current approved fidelity bond? | | | |
| 16. Does your organization have an EEO/affirmative action plan? | | | |
| 17. Does your organization have a complaint or grievance process for customers? | | | |

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT G: FINANCIAL SYSTEMS SURVEY

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

| QUESTION | YES | NO | N/A |
|--|-----|----|-----|
| 1. Does your accounting system: a. Provide control and accountability for funds received, property, and other assets; b. Provide identification of receipt and expenditures of funds separately for each funding source; c. Provide adequate information to prepare monthly financial reports on an accrual basis; d. Have the capability to track allow ability and allocation of costs in accordance with requirements for federal grant programs; | | | |
| 2. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight? | | | |
| 3. Has the bank in which you deposit state and federal funds insured the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period? | | | |
| 4. Do you reconcile your bank accounts monthly? | | | |
| 5. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits and disbursement transactions? | | | |
| 6. Do you record daily cash receipts and disbursement transactions? | | | |
| 7. Are individuals or positions in your organization, which handle the receipt or distribution of money covered by bond? a. Is there a person who is responsible for the receipt of all purchased goods? b. Does this person assign, upon receipt, an inventory number for items? c. Does this person perform an inventory audit at least once a year? | | | |
| 8. Do you maintain records on all property acquisition, disposition, and transfer | | | |
| 9. Do you have written procedures and internal controls established for the procurement of goods and services? | | | |
| 10. Is a competitive bidding process incorporated into your purchasing procedures for acquisition of subcontractors, major goods and services, equipment, and office space? | | | |
| 11. Does your organization have a State Comptroller Vendor Number? | | | |
| 12. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council? | | | |
| 13. Does your organization operate under local rules or by-laws? | | | |
| 14. Has your Board/Council reviewed and approved this proposal for submission? | | | |
| 15. Does your organization have a current approved fidelity bond? | | | |
| 16. Does your organization have an EEO/affirmative action plan? | | | |
| 17. Does your organization have a complaint or grievance process for customers? | | | |

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date