

# REQUEST FOR PROPOSALS

*Issued by*



A proud partner of the **AmericanJobCenter** network

*For*

## Temporary Staffing Services

Responses to be submitted to the

Golden Crescent Workforce Development Board (d.b.a. Workforce Solutions Golden Crescent)

120 South Main, Suite #501, Victoria, TX 77901

P.O. Box 1936, Victoria, TX 77902

Issue Date: June 8, 2022

**Copies of the Request for Proposal (RFP) are available beginning June 8, 2022, 12:00 p.m. (CST)**

**Proposal Due Date and Time: July 22, 2022, 3:00 pm (CST)**

**Deadline for Submission of Written Questions: June 20, 2022, 5:00 p.m. (CST)**

Procurement is open and subject to the availability of funds.

**Workforce Solutions Golden Crescent is an Equal Opportunity Employer/Program.**

Auxiliary aids and services are available upon request to individuals with disabilities. Deaf, hard-of-hearing or speech impaired customers may contact **Relay Texas**: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.



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**REQUEST FOR PROPOSALS (RFP) FOR  
TEMPORARY STAFFING SERVICES**

Introduction

Using the Request for Proposals (RFP) method of procurement, Workforce Solutions Golden Crescent (WSGC) is soliciting proposals from qualified firms to provide temporary staffing and paid (subsidized) work experience services. WSGC will provide funding through state and federal grants to contract with a staffing agency to temporarily employ eligible workers in a variety of subsidized employment occupations.

Activities and Services Solicited

WSGC will accept proposals that meet the requirements included in this solicitation to provide temporary staffing services as described herein.

WSGC will be responsible for certifying the eligibility of workers referred through these programs. The staffing agency will be designated as the employer of record responsible for the staffing of these workers as described herein. A full-time, staffed office located in the Golden Crescent region is preferred but not required.

If interested, please complete and return the Proposal Information Forms (Attachment A & B), with appropriate signatures committing your company to these fees /costs and services. In addition, you must also submit the required certification forms, business references, and proof of insurance. If you have a brochure that provides information about your company, you may also include it as part of your submission.

Eligible Proposers

WSGC will review and evaluate all proposals for completeness and responsiveness with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements and receiving a score below a 70 will be declared non-responsive and eliminated from further consideration.

Proposals will be evaluated based on the following criteria: completeness and responsiveness; experience and ability to provide requested services; references/past experience; and fees/costs. Additional points may be awarded if proposer is currently registered and certified by the state of Texas

as a HUB (Historically Underutilized Business). To earn points, the proposer must submit a current certification issued by the Texas Comptroller of Public Accounts.

Proposal Evaluations

Proposals will be evaluated on completeness and clarity of the response, demonstration of experience and ability to provide requested services and cost effectiveness. Proposals will be rated and scored by a team of internal evaluators to be selected for funding by the GCWDB. 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 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.

<u>CRITERIA</u>	<u>POINTS</u>
Completeness & Responsiveness	20
Experience and ability to provide requested services	25
References/past experience	15
Fees/cost	40
Subtotal	100
Bonus: HUB	5
Total Possible Points	105

Service Delivery Area

Subsidized employment services are available to the following seven counties in the Golden Crescent region: Calhoun, DeWitt, Goliad, Gonzales, Lavaca, Jackson, and Victoria.

Contract Term and Renewals

It is the intent of WSGC to select a firm to provide temporary staffing services beginning **October 1, 2022**. In accordance with written policies and procedures of the WSGC, the contract may be extended for up to one (1) additional one-year contact period beyond the original acceptance award, not to exceed a total of five (5) years. The additional one-year renewal(s) are contingent upon availability of funds, successful contract negotiations, and satisfactory performance. Cost information must be valid for the first year of the contract period. Any changes thereafter must be submitted in writing with proper justification and are subject to negotiation. The services provided by the selected staffing agency will be subject to periodic review of satisfactory performance. Contract may be terminated by WSGC at any time with 30-day notice, for unsatisfactory performance.

Payment Terms

If selected, a contract with your firm for temporary staffing services will be executed. Payment for work performed will be reimbursed within three (3) weeks after an invoice has been properly completed and verified. Invoices must include proper supporting and backup documentation reflective of the charges.

### Experience and Reference(s) Requirements

Respondent must have a minimum of three (3) years of experience in providing professional temporary staffing services and are licensed to conduct business in the State of Texas. The respondent must submit a minimum of two (2) references of active clients. The active clients must be current customers at the time of response submission and must be two distinct customers. If your firm currently has or previously had a contract with WSGC do not include it as one of the two references.

### Debarment and Suspension for Federal and State Contracts

To be eligible to submit a proposal under this RFP, respondents must not be presently debarred, suspended, or proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency. All respondents submitting a proposal will be verified as to its eligibility status for receiving federal/state funds.

### Description of Services Requested:

The Staffing Services requested are as follows:

### Essential Requirements:

- All paid work experience/subsidized employment program participants-placements must be certified eligible for participation by WSGC center staff prior to employment. WSGC Center staff will refer eligible participants to the staffing agency for placement. The staffing agency may reverse refer potential applicants to the WSGC Centers for eligibility certification with proper lead time prior to placement/employment.
- Ensure worksite placement(s) referred meet the minimum qualifications and experience for the job to be performed.
- Upon WSGC request, assist in recruitment of potential applicants for the program based on established eligibility criteria provided by WSGC.
- Ensure all personnel hired possess all the required documents for employment, i.e., Form W-4, Form I-9 and E-Verify System for Employment Eligibility, job application form, etc. Copies of all these documents must be provided to WSGC, upon request.
- Ensure all potential hires will undergo verifiable background checks, drug testing and employment reference checks, if needed or as requested by WSGC, within a reasonable time frame, prior to start date of assignment. Selected agency shall adhere to federal, state, and privacy protection laws when conducting background checks and drug testing and provide the required waivers, authorizations, notices, disclosures and releases. If the agency uses an outside company to conduct background checks or drug test, the agency shall only use registered, licensed investigators or facilities licensed to perform such tests.
- Responsible for maintaining payroll records on all employees including employee timesheets/cards (with appropriate authorizing signatures) to accurately reflect actual hours worked per day/week by each temporary personnel and copies of payroll checks.
- Responsible for all payroll withholding requirements and shall provide any and all benefits required by law to each temporary personnel/placement. Temporary personnel and subsidized employment placements shall remain the employee of the staffing agency and are not eligible to receive WSGC or worksite benefits.

- Responsible for providing sufficient worker's compensation insurance coverage for all eligible participants prior to worksite placement.

Specific Duties and Responsibilities include, but are not limited to the following:

1. In coordination with WSGC Center staff, develop, implement, and administer all needed requirements to ensure all employment opportunities are accessible to all eligible applicants, including persons with disabilities. All agencies shall strictly adhere to all state and federal laws with respect to discrimination in employment and shall not discriminate in employment against any individual on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, age or disability.
2. Upon request, provide assistance and information to the appropriate officials and work supervisors regarding the hiring process and payroll requirements and safety practices.
3. Upon request, assist in the employee orientations provided by WSGC or worksite personnel.

Additionally, it is important that the selected staffing agency have regular (weekly/monthly) contact with WSGC management and program staff.

Insurance Requirements

The proposer awarded the work must have the required insurance/s: General Liability, Bonding, and Worker's Compensation. The general liability insurance for personal injury and bodily injury and property damage to a third party is required. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate. If awarded the contract, Contractor must include the WSGC as an additional Certificate Holder on all required insurances. The respondent must submit copies of the insurances with the submission of the proposal response. In addition, proposers must also submit a list of at least two active clients for references.

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 WSGC Executive Director within ten (10) calendar days of the date notification letter is postmarked. Appeals shall be in writing addressed to the WSGC Executive Director and shall indicate the 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 WSGC procedures.

Request for Debriefing – Proposers not selected by this procurement process may submit within 10 days of the receipt of WSGC 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 WSGC 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.

### Deadline for Submission of Written Questions

Written questions may be submitted prior to the deadline of **June 20, 2022, 5:00 p.m. (CST)**. Questions may be submitted via e-mail to Jose Troncoso at: [josetroncoso@gcworkforce.org](mailto:josetroncoso@gcworkforce.org). Responses to the questions submitted will be provided no later than **June 22, 2022, 5:00 p.m. (CST)**.

### Submission Date and Forms

Proposal information and required forms must be submitted to the address below by **July 22, 2022, 3:00 pm (CST)**;

**Workforce Solutions Golden Crescent**  
**Attn: Jose Troncoso**  
**120 South Main, Suite #501, Victoria, TX 77901 (if delivered in person) or**  
**P.O. Box 1936, Victoria, TX 77902 (if mailed)**

- Cover Letter (on Company Letterhead)
- Information and Fees/Cost Forms – Attachments A & B
- Certification Forms – Attachments C - G
- List of Business References (minimum of two active clients) – Attachment H
- Copies of Required Certificates of Insurance
- Certificate of Registration with State of Texas Comptroller's Office (if applicable)

**Responses** can be hand-delivered or submitted by mail or courier to the address above. No e-mails or faxes will be accepted. Please note that responses must be received prior to the deadline of **July 22, 2022, 3:00 pm (CST)**. Any **inquiries** to this procurement should be addressed in writing and submitted by email to Jose Troncoso at [josetroncoso@gcworkforce.org](mailto:josetroncoso@gcworkforce.org). Workforce Solutions Golden Crescent is an Equal Opportunity Employer/Program. Auxiliary aid and services are available upon request to individuals with disabilities. Telephone access is available by dialing Relay Texas: 1-800-735-2989 and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.

### **Procurement Conditions and General Terms:**

Procurement of these items shall be accordance with the state Texas Workforce Commission (TWC) procurement policies and WSGC procurement policies and general terms as follows:

- WSGC reserves the right to accept or reject any or all responses or bids/quotes received or to cancel or extend in part or it's entirely, this solicitation, or to make partial awards.
- WSGC is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- The intent of this solicitation is to identify the various contract alternatives and estimates of costs for the items solicited. WSGC is under no legal requirement to execute a contract from any bid/application submitted.
- Positive efforts shall be made to utilize Historical Underutilized Businesses (HUBs, i.e., minority and female-owned or operated businesses) as vendors, and to allow such organizations maximum feasible opportunity to compete for award.
- Award of purchase agreement or contract shall be made only to a responsible respondent/bidder(s), i.e., a bidder/vendor who has demonstrated competence to deliver the specified

goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of the solicitation.

- When submitting a response it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the services and activities or deliver the goods stated in this procurement solicitation.
- Respondents/bidders shall not make offers of gratuities or favors, to any officer, employee, Board member of WSGC, or any subcontractor employees of WSGC. Contact for technical assistance is allowed with the solicitation contact person or designated WSGC Board staff. Violation of this instruction will result in immediate rejection of the response/bid/application.
- The contents of a successful bid may become contractual obligations, if a contract is awarded. Failure of the respondent/bidder to accept those obligations may result in the cancellation of the response/bid/application for selection. The contents and requirements of this solicitation may be incorporated into any legally binding and duly negotiated contract between WSGC and the selected respondent(s)/bidder(s). WSGC reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's/Bidder's ability to meet the terms and conditions of this solicitation or if adequate funding is not received.
- All responses/bids and their accompanying attachments will become property of the WSGC after submission and materials will not be return. In addition, all materials that are produced as a result of this solicitation become property of WSGC.
- WSGC specifically reserves the right to vary the provisions set herein at any time prior to the execution of the contract where such variance is deemed to be in the best interest of WSGC.
- A response does not commit WSGC to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response nor pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by WSGC.
- WSGC reserves the right to contact any individual, agency, or employers listed in the solicitation's response, to contact others who may have experience and/or knowledge of the respondent's/bidder's goods/supplies/services, relevant performance, qualifications, etc. and to request additional information from any and all respondents/bidders.
- No employee, officer, or member of the WSGC Board shall participate in the selection, development of a response to this solicitation, award or administration of a contract supported by the solicitation if a conflict of interest, real or apparent, would be involved.
- No purchase agreement or contract may be awarded until respondent/bidder has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the vendor, nor any of its principles, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- In the interest of maximum free and open competition, all WSGC (Board or Contractor) staff will be prohibited from providing technical assistance or answering questions concerning this solicitation which may be construed as offering a competitive advantage to any respondent/bidder. Potential respondents/bidders are requested to respect these conditions by not making personal requests for assistance.

WSGC is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws.



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**ATTACHMENT A – RFP FOR TEMPORARY STAFFING SERVICES RESPONSE FORM**

To submit your response to the RFP, please answer the following questions:

1. Will your firm be able to provide temporary staffing services as stated in the RFP on or before October 1, 2022?  Yes  No
2. Does your firm/agency currently have a full-time, staffed office located in the Golden Crescent region?  
 Yes  No

If not, how will you coordinate services within the Golden Crescent?

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3. Is your company/agency legally eligible to provide services in the counties of: Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria?  Yes  No
4. In responding to the RFP, do you agree to abide by and provide the services listed in this solicitation?  Yes  No
5. If there is a need to alter or modify your policies and/or procedures to ensure the services requested are provided in an effective and efficient manner and in compliance with federal/state/local rules and regulations, will your company/agency agree to comply?  
 Yes  No
6. Please provide information as to the experience of your current staff, number of office personnel, management, training and qualifications of staff. If needed, you may submit summaries of your staff bios. Please provide the name/title of lead staff person for this project.



7. Does your firm have an established plan in place for rapid implementation/deployment where demand for such services/resources are required immediately?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Please explain your plan for immediate action and deployment of services/resources to meet such a need. If you have provided similar services describe those events. Additionally, if your company/agency has current or prior experience with "industrial" worksites, safety (OSHA), serving persons (particularly youth) with disabilities, please provide details below:

8. Will your firm comply with all Equal Employment Opportunity rules and regulations as to making employment opportunities accessible to all eligible applicants? \_\_\_\_\_ Yes \_\_\_\_\_ No
9. Does your firm agree to the payment process for reimbursement of fees/costs incurred?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
10. If awarded the contract, will your firm agree to the insurance requirements and add the Board as an additional certificate holder? \_\_\_\_\_ Yes \_\_\_\_\_ No
11. Will your company/agency abide to our requirement to have periodic (weekly and/or monthly as needed) meetings with WSGC management and program staff? \_\_\_\_\_ Yes \_\_\_\_\_ No
12. How many years has your company/agency provided professional temporary staffing services?  
\_\_\_\_\_ years. And are you registered with the State of Texas Comptroller's office?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If you are, please provide a copy of your registration with the dates of certification.

13. Briefly, provide any examples/explanation of your firm's added value approaches and services that you feel distinguish you from other temporary staffing agencies:

\_\_\_\_\_

Print Name of Individual and Title Committing to Proposal

\_\_\_\_\_

Signature of Individual

\_\_\_\_\_

Date



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**ATTACHMENT B – FEES/COST FORM**

Name of Company: \_\_\_\_\_

Physical and Mailing Address, and Telephone Number:

\_\_\_\_\_

Is your company/firm a Historically Underutilized Business (HUB) as certified by the State of Texas Comptroller? If your response is **YES**, please include your current HUB Certificate issued by the State.  
\_\_\_\_\_ Yes      \_\_\_\_\_ certificate attached

**Classification Specifications:**

The positions that will be considered for this type of work may include but are not limited to; office (clerical), case management services, humanitarian assistance-related occupations, disaster clean-up and recovery, retail, food service/food preparation. Additional types of occupations, number of positions needed, and hourly rates may vary, according to applicable program funding.

Fees/Cost Information:

**Range of Mark-Up by Occupation:**

Markup %: \_\_\_\_\_

Hourly pay rate will be determined by WSGC staff in coordination with worksite pay scale and in compliance with applicable program guidelines.

Please provide comments/explanation regarding calculation of mark-up and related fees:

Salary: \$ \_\_\_\_\_  
Fringe Benefits: \$ \_\_\_\_\_  
Service Fee: \$ \_\_\_\_\_  
Setup Fees/Cost: \$ \_\_\_\_\_

Provide a complete list of all fees associated with this proposal. Please use the space below to specify any other additional costs.

Other Charges (please specify):

\_\_\_\_\_  
Print Name of Individual and Title Committing to Proposal

\_\_\_\_\_  
Signature of Individual and Date

**ATTACHMENT C – CERTIFICATION REGARDING CONFLICT OF INTEREST**

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

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

Disclosure of Potential Conflict of Interest (Please describe): \_\_\_\_\_

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Name of Organization

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Signature of Authorized Representative

Date

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Printed Name and Title of Authorized Representative

**ATTACHMENT D – STATE ASSESSMENT CERTIFICATION**

The undersigned authorized representative of the firm or individual contracting 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 contract and is grounds for contract cancellation.

The firm or individual certifies that:

\_\_\_\_\_Is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

and

\_\_\_\_\_Has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

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Signature and Date

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Printed Name and Title

**ATTACHMENT E – TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

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Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with a for-profit corporation that is delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

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The undersigned authorized representative of the corporation contracting 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 contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

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

\_\_\_\_\_ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

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Signature and Date

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Printed Name and Title

**ATTACHMENT F – 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) American with Disabilities Act of 1990 (ADA), as amended, which prohibits discrimination based on disability;
- (5) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- (6) 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.

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Signature and Date

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Printed Name and Title

**ATTACHMENT G – CERTIFICATION OF PROPOSER**

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

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

This proposal is a firm offer for a minimum of 180 days.

I, \_\_\_\_\_, certify that I am the  
(Printed Name)

\_\_\_\_\_ of the corporation, partnership, organization, or other  
(Printed Title)

entity named as Respondent herein and that I am authorized to sign this proposal and submit it to the Workforce Solutions Golden Crescent Workforce Board on behalf of said organization by authority of its governing body.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

**ATTACHMENT H – REFERENCES FORM**

**Failure to provide and include the following information with your response by the submission date of the bid may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by the Board will result in a score of zero.**

**REFERENCE #1:**

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services (To/From) Dates	

**REFERENCE #2:**

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services (To/From) Dates	