



**REQUEST FOR PROPOSALS**

*Issued by*

**GOLDEN CRESCENT WORKFORCE DEVELOPMENT BOARD**

*for*

**LEASE SPACE FOR WORKFORCE SOLUTIONS CENTER AND WORKFORCE BOARD  
IN VICTORIA, VICTORIA COUNTY, TEXAS**

**Proposals to be Submitted to the:**

**Golden Crescent Workforce Development Board**

**120 South Main Street, Suite 501**

**Victoria, Texas 77901**

**[www.gcworkforce.org](http://www.gcworkforce.org)**

**Release Date: April 11, 2025**

**Deadline for Submission of Questions: 4:00 p.m. CST, Friday, April 25, 2025**

**Questions & Answers Posted: Wednesday, April 30, 2025 C.O.B.**

**Proposal Submission Due Date and Time: 4:00 p.m. CST, Friday, May 30, 2025**

**Evaluation Period: June 2 – June 13, 2025 (includes site visits)**

**Notice of Award: Friday, June 27, 2025**

Workforce Solutions Golden Crescent is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Contact Relay Texas: Telecommunication Device for the Deaf (TDD) 800-735-2989; and 711 or 800-735-2988 (Voice).

<b>TABLE OF CONTENTS</b>		<b>PAGE</b>
<b>I.</b>	<b>PURPOSE AND BACKGROUND INFORMATION</b>	<b>2 - 4</b>
<b>II.</b>	<b>FACILITY REQUIREMENTS</b>	<b>4</b>
<b>III.</b>	<b>EVALUATION CRITERIA</b>	<b>5 - 8</b>
<b>IV.</b>	<b>METHOD OF PROPOSAL EVALUATION</b>	<b>8</b>
<b>V.</b>	<b>INFORMATION ABOUT PROCUREMENT PROCESS AND INSTRUCTIONS FOR SUBMITTING PROPOSALS</b>	<b>8 - 9</b>
<b>VI.</b>	<b>DEADLINE FOR PROPOSAL SUBMISSION</b>	<b>9 - 10</b>
<b>VII.</b>	<b>WITHDRAWAL OF PROPOSALS</b>	<b>10</b>
<b>VIII.</b>	<b>TIMELINE FOR RFP PROCESS</b>	<b>10</b>
<b>IX.</b>	<b>GENERAL CONDITIONS</b>	<b>10 - 11</b>
<b>X.</b>	<b>APPEALS AND DEBRIEFING PROCESS</b>	<b>11 - 12</b>
	<b>PROPOSAL COVER SHEET</b>	<b>13</b>
	<b>ATTACHMENT A: CERTIFICATION OF PROPOSER</b>	<b>14</b>
	<b>EXHIBIT 1: APPLICATION AND INSTRUCTIONS</b>	<b>15 - 17</b>
	<b>EXHIBIT 2: SITE/FLOOR PLAN SPECIFICATIONS</b>	<b>18</b>
	<b>ATTACHMENT B: CERTIFICATION REGARDING CONFLICT OF INTEREST</b>	<b>19</b>
	<b>ATTACHMENT C: STATE ASSESSMENT CERTIFICATION</b>	<b>20</b>
	<b>ATTACHMENT D: CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX</b>	<b>21</b>
	<b>ATTACHMENT E: CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS</b>	<b>22 - 24</b>

## I. PURPOSE AND BACKGROUND INFORMATION

### Purpose

The Golden Crescent Workforce Development Board, Inc., (the Board) is soliciting proposals for lease space for its **Workforce Solutions Center and Administrative Office to be located in Victoria, Victoria County, Texas**. The purpose of this Request for Proposal (RFP) is to solicit proposals to lease existing space, renovate or modify existing space that can be leased in **whole or part** to the Board beginning January 1, 2026.

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

The Golden Crescent Workforce Development Board, Inc. (the Board) reserves the right to reject any and all proposals or to waive any irregularities in any proposal and to be the sole judge of the merit and qualifications of products and services offered and may accept whatever proposal is deemed to be in the best interest of the Board.

### Background

The Board serves as the administrative entity for federal and state workforce programs and funds allocated to the seven-county Golden Crescent workforce development area. The Board is organized as a non-profit corporation in the State of Texas and maintains a 501(c)(3) tax-exempt status from the IRS. The Board's primary responsibility is to provide policy and program guidance and to exercise independent oversight, and evaluation of workforce development programs and services that affect area employers, residents, and job seekers. An essential goal of the Board is the development and implementation of coordinated activities among local workforce system programs.

Workforce development services under programs administered by the Board are delivered through a network of one-stop career centers, commonly known as workforce solutions centers, which serve as hubs connecting job seekers and employers. The seven-county area served by the Golden Crescent Workforce Development Board, Inc. includes Gonzales, Lavaca, Dewitt, Goliad, Calhoun, Jackson, and Victoria Counties. The Victoria Workforce Solutions Center maintains hours of operation Monday through Friday - 8am-5pm with occasional evening and weekend usage.

## General Overview and Request

The Board currently leases approximately 32,400 rentable square feet at 120 South Main Street, Victoria, Texas. At its current location, the Board occupies 29,000 square feet on the first and second floors (55-60 staff/partners) for direct customer services and approximately 3,600 square feet on the fifth floor for administration (10-12 staff). The administration must have it's own entrance and exit.

In 2024, approximately 85-100 customers visited our Victoria Workforce Center on a daily basis and depending on service spent 1-2 hours in the Center. Services include access to resource areas with computers, fax machines, copiers and printed materials; workshops and training courses offered in large and small group settings, computer labs; assessment, financial assistance, and hiring events and job fairs that allow for group and individual interviewing by employers. Occasionally, Workforce staff schedule events that may draw 100-150 customers at a time. TWSVRS averaged 20-25 customers daily with an average service time of 2-3 hours.

The Board is seeking approximately **20,000-25,000** square feet of office lease space within the city limits of Victoria, Victoria County, Texas to accommodate its day-to-day operation. The Board prefers a street-level facility under a common roof but will entertain all reasonable proposals including **multiple sites**.

## Proposal and Award Process

This Request for Proposals (RFP) is prepared in compliance with the Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC), which contains federal, state and agency requirements that apply to recipients of funding from the Texas Workforce Commission (TWC). The Board is using the Competitive Proposal Method (see TWC FMGC, Chapter 14, Section 14.12 [TWC FMGC](#)). Proposals will be rated utilizing the criteria specified in this document and selection will be made based on these criteria. The Board may enter into negotiations, if necessary, with the highest ranked proposer. If negotiations are unsuccessful, the Board may negotiate with another proposer regardless of ranking. A proposer may submit separate proposals on different locations. Each proposal must conform and be responsive to the specifications that follow. The Board reserves the right to reject any and all proposals or to waive any irregularities in any proposals, and to be the sole judge of the merit and qualifications of products and services offered and may accept whatever proposal is deemed to be in the best interest of the Board. The Board will accept questions up to the End of Question Period set in the procurement timeline. The Board may also issue addenda to this RFP at any time up to 24 hours prior to due date to provide additional information and/or extend the deadline, if deemed necessary to ensure fair and open competition.

## Terms of Agreement

The contract executed, as a result, of this RFP will be a fixed priced contract for a specified term that may be extended upon agreement by both parties. The Board prefers to enter into a full-service lease but, will consider a net lease or modified net lease. The Board is prohibited from using funds to purchase property and is unable to provide financial

assistance for any remodeling/build-out costs. The Board is only interested in working with proposers who are willing to include the cost of remodeling, renovations and/or construction as part of a lease over a period of not less than five (5) years and no more than ten (10) years, with a preference for a five (5) year initial term with a second renewal option for an additional five (5) years. The Board's lease must contain a non-appropriation clause, which allows renegotiation of cost or early lease termination in the event the Board receives significant reductions in government appropriations that inhibit the Board's continued ability to pay the rent.

## **II. FACILITY REQUIREMENTS**

This section provides an explanation of facility lease needs, requirements and specifications. Costs associated with preparing the facility (build-out, renovations, wiring, etc.) will be the responsibility of the building owner/landlord, with costs being built into and amortized over the period of the lease. Building owner/landlord shall be responsible for contracting and managing all aspects of building renovations in consultation with the Board's administrative staff.

### **A. General**

The lease space shall be suitable for use as office space. The Board reserves the right of inspection and may reject buildings based on adverse observations of physical condition of the building, including but not limited to general cleanliness, grounds keeping, finished interiors or exteriors, odors, pests, insects, or other problems relating to improper extermination and any other condition that would create unsanitary or unattractive conditions in and around the leased space. As part of the evaluation process, the Board may request a tour of the facility at a time that is mutually agreeable to the proposer.

### **B. Hazardous materials and compliance with Texas Accessibility Standards (TAS) and American Disabilities Act Amendments Act of 2008 (ADAAA) standards**

If proposal is for renovation of an existing facility, proposer will be required to have the building assessed for existing hazardous materials before making any renovations, repairs, alterations or modifications at no cost to the Board. Any hazardous materials abatement will be the responsibility of the proposer and may not be included in the lease cost. Existing facilities will also be required to be renovated to meet current Texas Accessibility Standards and Americans with Disabilities Act standards, as evidenced by a review conducted by a Texas Registered Accessibility Specialist. Any associated costs will be the responsibility of the proposer and must be identified separately in the proposal. Inclusion of these costs in the lease is acceptable; however, it will also be a consideration in evaluation of the proposal. Proposer must provide a current Certificate of Occupancy and/or evidence and the results of a code compliance inspection by the City of Victoria or an independent, licensed third-party.

### **III. EVALUATION CRITERIA**

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

- A. Responsiveness to Board Needs – 45 Points**
- B. Reasonableness of Cost – 40 Points**
- C. Additional Considerations – Past Performance and Value Added – 15 Points**
- D. HUB – Points – 5**

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

### **STATEMENT OF NEED**

This section provides an explanation of facility lease needs, requirements and specifications. Costs associated with preparing the facility (build-out, renovations, wiring, etc.) will be the responsibility of the building owner/landlord, with costs being built into and amortized over the period of the lease. Building owner/landlord shall be responsible for contracting and managing all aspects of building renovations in consultation with the Administrative Staff for the Board (Board Staff).

#### ***CRITERIA: A – Responsiveness to Board Needs - 45 POINTS***

**Proposals should address the following requirements in a site/floor plan:**

##### **Location:**

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

Facility must be proximate to a major thoroughfare. Ideally, the facility will be easily visible from a major street with entrance to the facility parking area directly from that street. In addition, facility must be served by major public transportation and traffic count for each location will be taken into consideration.

##### **Specifications and Requirements:**

- Approximately **20,000–25,000** square feet of **street level office space** in a location appropriate for office usage. To assist in proposal development, drawings of current sites are available upon request. The Board is willing to consider design and specification changes, such as private office space vs. cubicle, if it is more cost-effective and efficient, but still meets the functional requirements.
- The preferred property design would ensure maximum utilization of space (load factor), optimal customer flow, and minimization of on-going maintenance and utility costs with a strong preference for green/energy efficient building practices, materials, and systems on a single level.
- Heating and air conditioning systems should allow for independent operation for zones within property to eliminate unnecessary heating/cooling, when only a portion

of the property is in use. Operation and metering of utilities must be separate, if the property is part of a multi-unit property.

- The site and building design must conform to the Technical Requirements of the Americans with Disabilities Act (ADA), entitled the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Reference requirements as set forth in 28 CFR Part 36, as well as the Texas Accessibility Standards 2022, whichever is more restrictive for the elements required to be accessible within this site/facility. This will include, but is not limited to, accessibility to the site (including distributed accessible parking and accessible routes to building entrances), building entrances, access to common- use areas such as lobbies, corridors, meeting rooms, or resource rooms, public telephones and water fountains, vending and break areas, and fully accessible rest rooms.
- Description of any asbestos, mold or other hazardous abatement in the past and certification of mold, asbestos, lead and radon-free environment. Certificate of occupancy issued by the City of Victoria will be required prior to move-in.

**Exterior of Facility must have the following:**

- If applicable, shrubs, grass, landscaping, and automatic irrigation system shall be provided and maintained by the builder/owner.
- Site must have a designated dumpster location.
- Privacy fence must be provided around electrical transformers and/or air conditioning units.
- Paved, off-street parking for 50 -100 vehicles with reasonable proximity to proposed facility. Parking area must have sufficient curb cuts and ramps in the parking and drop-off areas as required by 2022 Texas Accessibility Standards (TAS). <http://www.tdlr.texas.gov/ab/abtass.htm> Compliance with all other technical requirements, such as entry doors, signage, restrooms, etc. must comply with the TAS as well.
- Exterior of the building should be attractive, quality construction with brick veneer or an alternative acceptable to the Board.
- Sign indicating Workforce Solutions Center location must be visible to the general public.

**Interior of Facility must have the following:**

- Interior finishes provided (carpet, resilient flooring, ceramic tile, cover base, vinyl wall coverings, paint, ceiling systems, and interior sign) shall be commercial quality and be recently updated.
- Office/Cubicle/Computer Labs must have ample electrical outlets for computer equipment and other office equipment.
- Storage Rooms for computer server & related equipment must have separate temperature control.
- Facility must be asbestos-free, or an asbestos-managed environment in compliance with the Texas Department of Health, and must be in compliance with Fire Codes, and ADAAA.

**Please indicate in a floor plan the following facility requirements:**

<b>Minimum Quantity</b>	<b>Description and/or Intended Use</b>
2-3	Reception Areas
2	Waiting Areas
1	Computer Lab to accommodate 15-20 Computer Workstations/5 Printers
1*	Classroom/Meeting Room to accommodate up to 100 individuals
1*	Classroom/Meeting Room to accommodate up to 50 individuals
2	Conference Area to accommodate 20 individuals
1	Kitchen Area/Break Room
1	File Room
2-3	Men's Restroom (ADA Compliant)
2-3	Women's Restroom (ADA Compliant)
80**	Individual workstations
3	General Storage Room or Closet
4	Copy/Postage Machine areas
1	Computer Server Storage (separate temperature control)

\* *These classroom/meeting rooms must be pre-wired to access internet (Wi-Fi) and accommodate Audio/Visual Equipment.*

\*\* *Workstations may be configured as stand-alone offices or a combination of offices, open space areas and/or cubicles*

### **CRITERIA B – Reasonableness of Cost and Buildout Options – 40 POINTS**

The Board will evaluate the overall cost of each real property option, the reasonableness of base cost of lease/rent per square foot and any proposed price increases for future years of occupancy. The services included in the cost and a number of days for buildout completion. Proposers may provide more than one option of lease structure but will be required to detail explanations of the cost included in each structure. The Board is willing to negotiate with proposer any responsibility for buildout costs and how that will be determined, recovered and amortized over the life of the lease.

#### **PLUS one of two options:**

**Option 1** – Board pays for all utilities **or**

**Option 2** – Landlord provides and pays for all utilities: Full Service (except telephones)



***CRITERIA C – ADDITIONAL CONSIDERATIONS- Past Performance and Value Added – 15 POINTS***

Factors in this criterion include:

- Proposer’s responsiveness to tenant’s needs. Please provide contact information (name, phone, email, company name) for at least three current or former tenants.
- Incentives
- Value over specifications
- Additional information or other amenities considered to be an asset of this location. (Example: Co-house with like entities that align with workforce development, such as community college, university, chambers of commerce, economic development, city or county government, etc.)

***CRITERIA D - HUB – 5 POINTS***

- Must submit copy of valid Historically Underutilized Business Certification to receive points.

**IV. METHOD OF PROPOSAL EVALUATION**

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

Evaluation of Proposals – The evaluation process will include the following steps:

- Step 1 –Determination of responsiveness of each proposal received in terms of the requirements and specifications contained in this RFP will be initially done. Proposals deemed as non-responsive will not be considered for review/selection/award.
- Step 2 – Responsive proposals will be evaluated and scored using a standardized instrument listing the criteria contained in this RFP. Reviewers and management may request coordinated site visits to correlate submitted site and floor plans and for any applicable Q/A.
- Step 3 – Scores will be totaled and a rank of proposals will be determined. Proposals not meeting the aggregate minimum of 75 available points are deemed outside the competitive range and not considered for funding.
- Step 4 – Review team’s recommendation is presented to the Board’s Executive Committee for review, consideration and selection decision.
- Step 5 – Board staff will notify all proposers of their selection or non-selection through a formal award letter. Negotiations will begin with the top ranked proposals.
- Step 6 – In the event negotiations are unsuccessful, the Board may choose to enter into negotiations with other proposers without regard to their rank.

**V. INFORMATION ABOUT PROCUREMENT PROCESS AND INSTRUCTIONS FOR SUBMITTING PROPOSALS**

The attached materials are provided to describe detailed activities which need to be completed for submission of a proposal. Please submit proposals in the following order, Proposals must include Attachments and the Exhibits to be considered responsive.

PROPOSAL COVER SHEET

ATTACHMENT A	CERTIFICATION OF PROPOSER
EXHIBIT 1	APPLICATION AND INSTRUCTIONS
EXHIBIT 2	SITE/FLOOR PLAN SPECIFICATIONS
ATTACHMENT B	CERTIFICATION REGARDING CONFLICT OF INTEREST
ATTACHMENT C	STATE ASSESSMENT CERTIFICATION
ATTACHMENT D	TEXAS CORPORATE FRANCHISE TAX CERTIFICATION
ATTACHMENT E	CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, EQUAL OPPORTUNITY/NON-DISCRIMINATION, AND DRUG-FREE WORKPLACE REQUIREMENTS

The forms may be recreated for ease of word-processing, but failure to follow these instructions can result in disqualification of the proposal if the omission or mistake is material to determining the responsiveness of the proposal. Proposer may request the forms via e-mail. The Request for Proposal will also be posted on the Board's website.

The question and answer document will be prepared and posted on the Board's website [www.gcworkforce.org/doing-business-with-us](http://www.gcworkforce.org/doing-business-with-us) within five (5) calendar days after the end of the question period. Board staff may not provide individual assistance in writing proposals; only technical questions will be answered. **Questions regarding this solicitation will not be accepted after 4:00 p.m. CST, Friday, April 25, 2025**

Golden Crescent Workforce Development Board, Inc.  
Jose Troncoso, Procurement Contact  
[jsetroncoso@gcworkforce.org](mailto:jsetroncoso@gcworkforce.org)

## VI. DEADLINE FOR PROPOSAL SUBMISSION

**The deadline for submission in response to this Request for Proposal (RFP) is 4:00 p.m. CST, Friday, May 30, 2025.** All responses must be received by that date, regardless of date of postmark in order to be considered on time. One Original and two (2) copies of each proposal must be received no later than 4:00 p.m. CST. Proposals received after the indicated date and time will not be accepted or considered for award. Timely delivery of proposals to Board is the sole responsibility of the offeror. Absolutely No Exceptions Will Be Made! Completed proposals must be submitted by mail or delivered in person to:

Golden Crescent Workforce Development Board, Inc.  
Attn: Kristi Pfister  
120 South Main Street, Suite 501  
Victoria, TX 77901

All documents must be legible, complete and fully assembled. Please mark the outside of the envelope with **RFP-Lease Space for Workforce Solutions Center in Victoria, Victoria County, Texas**. Unless requested by the Board, no additional information will be accepted from a proposer after the deadline for submission of proposals. (Note: All proposals will become the property of the Board).

## **VII. WITHDRAWAL OF PROPOSALS**

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

## **VIII. TIMELINE FOR RFP PROCESS**

- **Release Date: April 11, 2025**
- **Question Submission Deadline: 4:00 p.m. CST, Friday April 25, 2025**
- **Questions with Answers Posted: Wednesday April 30, 2025, C.O.B.**
- **Proposal Submission Due Date and Time: 4:00 p.m. CST, Friday, May 30, 2025**
- **Evaluation Period: June 2 –June 13, 2025 (includes site visits)**
- **Notice of Award: Friday, June 27, 2025**

## **IX. GENERAL CONDITIONS**

1. The only purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not to be constructed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the Board.
2. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or in its entirety.
3. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected.
4. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
5. Proposer shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
6. No employee, officer, member or agent of the Board shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
7. Proposer shall not engage in any activity that restricts or eliminates competition. Violation of this provision may cause a proposer's proposal to be rejected. This does not preclude joint ventures or subcontracts.

8. Any proposer may withdraw his/her proposal either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of proposals.
9. All contracts are contingent upon availability of funds from the U.S, Department of Labor and/or Texas Workforce Commission.
10. No contract may be awarded until proposer has complied with Executive Order 12549 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the proposers, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement by any Federal department or agency. (See Attachment B).
11. Proposal must be manually signed by a person who has the authority to bind the organization in a contract. (See Attachment A).
12. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the Board to the extent allowable in the Public Information Act.
13. The Board is willing to enter into a five (5) year lease (one-year lease terms, renewed annually), with the option to renew for an additional five (5) year period.
14. Funding for goods or services requested in this RFP is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
15. The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be accepted by the grantor (State) until all administrative remedies at the grantee level have been exhausted. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.
16. All proposers will be notified in writing of the final results of the procurement process within ten (10) working days of the decision of the Board.

## **X. APPEALS AND DEBRIEFING PROCESS**

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

Golden Crescent Workforce Development Board  
Attn: Appeal – Victoria WFC  
120 S Main Street, Suite 501  
Victoria, TX 79901

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, the Informal Hearing. The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

**Request for Debriefing:** Proposers who are not selected for contract award may request a debriefing for the purpose of learning more about the evaluation of their proposal. **A Proposer may not request a debriefing while appealing the Board's decision.** A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

## PROPOSAL COVER SHEET

### Lease Space for Workforce Solutions Center in Victoria County, Texas

Proposer Name	
Address of Proposed Site	
Project Cost	Cost to meet TAS requirements:  Total Renovation Cost:
# of Days to Complete Project & Proposed Project Dates	
Proposed Occupancy & Lease Start Date	
Square Footage	Rentable: Usable:
Proposed Lease Cost	Cost per square foot/per month:  Annual cost per square foot:
Type of Lease (Full Service, Net or Modified Net)	
Federal Employer ID Number	
State Comptroller ID Number	
Type of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership  <input type="checkbox"/> Other (describe)
HUB	<input type="checkbox"/> YES <input type="checkbox"/> NO  If YES: Certification No. _____  Certifying Agency: _____ <b>Attach a copy of current certification.</b>
Authorized Representative Contact Information	Name: _____ Title: _____ Phone: _____ E-mail: _____
Name & Title of Authorized Signatory	
Signature and Date	

## ATTACHMENT A – 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 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)

## **EXHIBIT 1 – APPLICATION and INSTRUCTIONS**

### **A. Responsiveness to Board Needs – 45 Points**

**Please Submit as Exhibit B Site/Floor Plan or answer in this space to indicate:**

#### **Location:**

- Physical Address of Proposed Facility
- Year Facility Built
- Major thoroughfares or intersections
- Where facility is in relation to a public transportation stop

#### **Specifications and Requirements:**

- Available square feet
- Qualifications/experience of key management and professional personnel
- Property design that ensures maximum utilization of space, optimal customer flow
- Describe any green/energy efficient building practices, materials, and systems.
- Describe the Heating and air conditioning systems that allow independent operation for zones
- Describe the operation and metering of utilities indicating if they are separate and if the property is part of a multi-unit property.

#### **Address each requirement of the Exterior of Facility:**

- Landscaping surrounding property, if applicable and designated dumpster location
- Aesthetics of the electrical transformers and air conditioning unit systems
- Indicate number of available parking slots including handicapped accessible parking spaces that comply with ADAAA, and whether the parking spaces are for workforce solutions center exclusive use or are common spaces to be shared with other tenants or the public.
- Exterior of the building proposed
- Sign indicating the Workforce Solutions Center location must be visible to the general public

#### **Address each requirement of the Interior of Facility:**

- Interior finishes proposed
- Office/Cubicle/Computer Labs and whether there will be sufficient electrical outlets to accommodate computer stations, and telephones
- Storage Rooms for computer server & related equipment and whether they have separate temperature control
- Facility and whether it is in compliance with the Texas Department of Health, Fire Codes, and ADAAA



**On the floor plan show:**

<b>Minimum Quantity</b>	<b>Description and/or Intended Use</b>
1-2	Reception Area
2	Waiting Area
1	Computer Lab to accommodate 15-20 Computer Workstations/5 Printers
1*	Classroom/Meeting Room to accommodate 100 individuals
2	Conference Area to accommodate 20 individuals
1	Kitchen Area/Break Room
1	File Room
2-3	Men's Restroom
2-3	Women's Restroom
60**	Office
3	General Storage Room or Closet
4	Copy/Postage machine areas
1	Computer Server Storage (separate temperature control)

\* These classroom/meeting rooms must be pre-wired to accommodate Audio/Visual Equipment.

\*\* Workstations may be configured as stand-alone offices or a combination of offices, open space areas and/or cubicles

**If any of the above requirements cannot be met, please indicate in this section which requirements are not found in Exhibit B.**

#### **B. Reasonableness of Cost – 40 Points**

**Please submit cost that includes:**

**Indicate the Base lease/rent amount per square foot** (includes landscaping, and

maintaining grass and shrubs, repair and maintenance of plumbing, electrical, HVAC, roof, foundation, flooring, elevators, doors, corridors and windows and other structures or equipment serving the facility, annual inspections of fire alarms and fire extinguishers, pest control, security, and any items considered long-lived assets Such costs shall not be the responsibility of the Board). Indicate which of the **two options you are submitting:**

**Option 1** – Board pays for all utilities **or**

**Option 2** – Landlord provides and pays for all utilities (except telephones)

**Address your willingness to comply with the following requirements:**

- The Board is willing to enter into a five (5) year lease (one-year lease terms, renewed annually), with the option to renew for an additional five (5) year period.
- Lease provisions will include an early termination clause (without penalty) should the Board suffer a loss of its public funding.
- Facility will be ready for occupancy, with all site requirements, on or about January 1, 2026, or a reasonable negotiated time following award of lease agreement.
- Restrictions the landlord will require for the tenant – (submit draft copy of proposed lease)

**C. Additional Considerations-Past Performance and Value Added – 15 Points**

- Describe any incentives you are willing to provide.
- Value over specifications you are willing to provide.
- Provide any additional information or other amenities you believe to be an asset of this location. (Example: Co-house with like entities that align with workforce development, such as community college, university, chambers of commerce, economic development, city or county government, etc.)

**D. HUB (For Historically Under-utilized Businesses with a valid certification) – 5 Points**

## **EXHIBIT 2 – SITE/FLOOR PLAN SPECIFICATIONS**

## ATTACHMENT B – 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 Executive Director, or an employee of the Board;
- (2) No manager or paid consultant of the Proposer is married to a member of the Board, the Executive Director, or an employee of the Board;
- (3) No member of the Board, the Executive Director, 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, Executive Director, or employee of the Board is a manager or paid consultant of the Proposer;
- (5) No member of the Board, the Executive Director, 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): \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

## ATTACHMENT C – 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.

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Title

## ATTACHMENT D – 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/corporation entering into a contract award 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 contract awards for the corporation

The undersigned authorized representative of the entity/corporation being awarded a contract 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.

☐ Not applicable, the proposer is not a corporation

Indicate the certification that applies to your Corporation 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.

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Name of Proposer/Organization

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Name and Title of Authorized Representative

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Signature of Authorized Representative/Date

**ATTACHMENT E – 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 Proposer 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 Proposer 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 Proposer's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant Proposer makes to carry out the WIOA Title I-financially assisted program or activity. The grant Proposer 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