



REQUEST FOR QUOTES (RFQ)

For

KEYNOTE SPEAKER SERVICES FOR THE 2025 CHILD CARE SYMPOSIUM CONFERENCE

For

GOLDEN CRESCENT WORKFORCE DEVELOPMENT BOARD DBA WORKFORCE SOLUTIONS GOLDEN CRESCENT

RFQ ISSUE DATE: February 11, 2025, 5:00 p.m. CST

RFQ RESPONSE DEADLINE: March 10, 2025, 4:00 p.m. CST

Golden Crescent Workforce Development Board dba Workforce Solutions Golden Crescent is an equal opportunity employer/program and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas Service at 711 or (TDD) 1-800-735-2989/1-800-735-2988 (voice).

Funded through a grant from the Department of Health and Human Services, Child Care Development Fund and Texas Workforce Commission.

ABOUT WORKFORCE SOLUTIONS GOLDEN CRESCENT

Workforce Solutions Golden Crescent (herein referred to as Board) is the workforce development organization serving Gonzales, Lavaca, Dewitt, Goliad, Calhoun, Jackson and Victoria counties in Texas. The Board is a non-profit 501(c) (3) organization and is led by a locally nominated Board of Directors. The 31-member volunteer board consists of 51% private sector representation. The remaining 49% are comprised of education, community-based organizations, labor, vocational rehabilitation, public assistance, and employment services representatives. The Board is responsible for the planning, oversight, fiscal accountability and evaluation of workforce development services in this region. The Board is supported by the board staff, led by the Executive Director. Workforce Solutions Golden Crescent's practical function, through its workforce career centers, is to connect business with job seekers, to help improve the skills and abilities of the local workforce, and help the current workforce retain and advance in their employment opportunities.

Vision Statement:

Business, education, and labor communities working together to respond to resident and employer needs through a shared commitment to an efficient, innovative, and locally administered workforce development system.

Mission Statement:

To address employer and resident needs through workforce initiatives resulting in a skilled labor force and a vibrant economy for the Golden Crescent

Purpose:

Leading Change-Connecting People-Improving Potential.

Values:

Integrity,
Innovation,
Inclusion; and
Impact

The Request for Quotes for Keynote Speaker Services is 100% federally funded by the Texas Workforce Commission. EQUAL OPPORTUNITY IS THE LAW, Golden Crescent Workforce Development Board dba Workforce Solutions Golden Crescent is an equal opportunity employer/program and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989 or 711(voice).

SCOPE OF WORK

Utilizing the Request for Quotes (RFQ) method of procurement, Workforce Solutions Golden Crescent is soliciting services from a firm or individual (Respondent) to provide Keynote via an in-person platform. A total of one (1) speech(s) or presentation(s), a Keynote on Saturday October 11, 2025. The audience are individuals in the Child Care industry and include owners, directors, teachers, parents and other stakeholders. The intended message for the audience is the importance of Early Childhood Education, how to sustain motivation and resilience in Early Childhood, and perseverance in the Early childhood community.

The speaker (firm or individual) will be responsible to coordinate with Workforce staff prior to the event date(s) so both parties are clear on the optimal delivery, and message to the audience to ensure desired outcomes.

Workforce Solutions Golden Crescent expects to enter into a one (1) year contract for the above-mentioned services.

SERVICE PERIOD

(1) A keynote speech will be delivered in-person on Saturday, October 11, 2025 from 9:00 a.m. to 10:30 a.m. CST. Child Care Symposium will begin at 8:30 a.m. CST and will conclude at 5:00 pm. CST. Time and Date may be subject to change.

SERVICE LOCATION

In-Person platform: Victoria, Texas

HISTORICALLY UNDERUTILIZED BUSINESS (HUBs)

HUBs are strongly encouraged to participant in this procurement. For additional HUB bonus points, the appropriate HUB certification documents must be submitted.

QUESTION DEADLINE

To ensure a fair and objective evaluation, all questions related to this RFQ must be submitted in by email to josetroncoso@gcworkforce.org. The final deadline for written questions to be submitted is March 3, 2025 at 12:00 p.m. CST. The question and answer document will be posted to the Workforce Solutions Golden Crescent website; www.gcworkforce.org on March 5, 2025.

SUBMITTAL DEADLINE

Quotes must be faxed, mailed, or e-mailed to the attention of the person listed below:

Jose Troncoso
Workforce Solutions Golden
Crescent Golden Crescent
120 S. Main St., Suite 501
Victoria, TX. 77901
(P) 361-576-5872
(F) 361-575-0225
josetroncoso@gcworkforce.org

Quotes must be received by Monday, March 10, 2025 at 4:00 p.m. CST to be considered. Timely submission and confirmation of the receipt of the quotes is the responsibility of the respondent.

SUBMISSION REQUIREMENT

Response to Scope or Work

1. Provide a brief summary of the proposed approach to the scope of work. Specifically describe how presentation will be interactive and keep the audience engaged throughout entire presentation.

Cost

1. Provide all costs for the scope of work proposed including travel (per diem).

Demonstrated Performance

1. What is your/your organization's experience in keynote speaker or speaker services? Please provide a list of your customers served in the past 2 years.
2. Provide 3 professional references from these customers that we can contact, include names and contact information.

Resume(s)

1. Identify the individuals in your firm who would be assigned to this project.
2. Provide the résumé, responsibilities and bio(s) for the assigned keynote speaker. Include any relevant education, certifications and experience.

PAYMENT TERMS:

Workforce Solutions Golden Crescent will issue a check payable to the vendor(s) within thirty- (30) days of receipt and acceptance of invoice following the provision of services.

A response does not commit Workforce Solutions Golden Crescent to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response, nor to 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 Workforce Solutions Golden Crescent.

SELECTION CRITERIA

Workforce Solutions Golden Crescent will evaluate proposals and select vendor(s) on the basis of the following criteria:

EVALUATION CRITERIA

Criteria	Points
Response to the Scope of Work	25
Cost	25
Demonstrated Performance	25
Resume(s)	25
HUB Bonus Points	5
Total	105

Should you have any questions, please contact Jose Troncoso at jsetroncoso@gcworkforce.org.

The Board may use Board staff, independent evaluators or a combination of both to evaluate and rank quotes.

Workforce Solutions Golden Crescent reserves the right to accept or reject any or all proposals received or to cancel or extend in part or its entirety this Request for Quotes, or make multiple or partial awards.

A response does not commit Workforce Solutions Golden Crescent to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response, nor did to pay for any costs incur prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by Workforce Solutions Golden Crescent.

ATTACHMENTS

- Attachment A - Certification Regarding Debarment
- Attachment B - Certification Regarding Conflict of Interest
- Attachment C - Listing of Prior Contracts for Similar Services

ATTACHMENT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, 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 certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, 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 government 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 form.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT B

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this bid proposal, Bidder covenants and affirms that:

- X No manager, employee or paid consultant of the Bidder is a member of the Board, or an employee of Workforce Solutions Golden Crescent.
- X No manager or paid consultant of the Bidder is married to a member of the Board, the Executive Director, or an employee of Workforce Solutions Golden Crescent.
- X No member of the Board, the Executive Director or an employee of Workforce Solutions Golden Crescent is a manager or paid consultant of the bidder;
- X No member of the Board, the Executive Director or an employee of Workforce Solutions Golden Crescent owns or controls more than 10 percent in the Bidder;
- X No member of the Board, Executive Director, or employee of Workforce Solutions Golden Crescent receives compensation from Bidder for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- X Bidder has disclosed within the Bid any interest, fact or circumstance which does or may present a potential conflict of interest;
- X Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Workforce Solutions Golden Crescent and shall immediately refund to Workforce Solutions Golden Crescent any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by Workforce Solutions Golden Crescent relating to that contract.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT C

LISTING OF PRIOR CONTRACTS FOR SIMILAR SERVICES

On the following table, list the major contracts or services your organization has provided in the past five (5) years. Note: The table shown below may be reproduced, as needed, to provide the requested information.

Name of Organization	Contract Begin/End Dates	Contract Amount	Detail of Services Provided