

**Golden Crescent
Workforce Development Board**



REQUEST FOR PROPOSALS

for

**Program Monitoring Services
#RFP-PM-2026**

Issue Date: August 4, 2026

**Response Deadline:
September 14, 2026, 5:00 PM**

Evaluation Period: September 15-18, 2026
Award/Contract Negotiations: September 23, 2026

Initial Contract: October 1, 2026 - September 30, 2027

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

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INTRODUCTION

The Golden Crescent Workforce Development GCWDB (GCWDB), dba Workforce Solutions Golden Crescent (WSGC), in compliance with Texas laws SB 642 and HB 1863, is the local policy-making body for the seven-county Golden Crescent Workforce Development Area (GCWDA). GCWDB is responsible for strategic and operational planning, administration, oversight, and evaluation of the local workforce system. The Golden Crescent Workforce Development Area consists of Calhoun, Dewitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria counties. Over 50 percent of the GCWDB is made up of private sector representatives with the remaining members representing community-based organizations, organized labor, vocational rehabilitation, public assistance, economic development, educational agencies, and other stakeholders. GCWDB is organized as a non-profit corporation in the State of Texas, with tax-exempt status under IRS code 501c3. GCWDB serves as the designated grant recipient and administrative entity for workforce development program funds allocated to the Golden Crescent workforce development region including; Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF/Choices), Non-Custodial Parent Choices(NCP-C) Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Wagner-Peyser Employment and Business Services (ES/BS), Summer Earn and Learn (SEAL), Rapid Response, Child Care and Child Care Quality Services (CCS & CCQ), Reemployment Services and Eligibility Assessments (RESEA) and other grants administered by the GCWDB.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

GCWDB is soliciting Proposals from interested parties for the provision of program monitoring services over all programs and services listed above. The following categories will be monitored to ensure services are provided in accordance with federal, state, and local rules, regulations, policies, and provisions under this contract:

- Policies & Procedures, including Contractor's Local Operating Plan
- Outreach & Recruitment
- Assessment & Referrals
- Intake & Eligibility
- Case Management
- Occupational Training, including ITA Scholarships
- Basic Education Referrals
- On-the-Job Training, Subsidized Employment, etc.
- Employer Services
- Supportive Services
- Performance Measures
- Quality Control
- Data Entry/Service Tracking/Automation/Data Integrity

Additional categories may be added periodically.

Services to be provided will include annual monitoring of GCWDB and its contractors' program systems and records. The successful Proposer, hereby called monitor, in conjunction with the Board staff, will be required to conduct an annual risk assessment and develop monitoring plan based on that risk assessment. The risk assessment instrument shall be jointly designed and periodically revised by the awardee and Board staff. The monitor will use both desk and on-site (unless otherwise approved) reviews to conduct the monitoring function and will provide technical assistance in areas identified through monitoring visits or as requested by GCWDB staff. A resolution process will be recommended

<https://twc.texas.gov/agency/laws-rules-policy>. Proposers are expected and presumed to be knowledgeable of all applicable federal, state, and local laws, rules, regulations, and policies.

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

P. O. Box 1936 or 1905 Leary Lane
Victoria, TX 77902 Victoria, TX 77901

- Issue Date: August 4, 2026
- Question Deadline for submission of questions: August 27, 2026
- Question and Answer/Response Release (on website): August 28, 2026
- **Response Deadline: September 14, 2026, 5:00 PM**
- Evaluation of Proposals: September 15-18, 2026
- Bid Award & Negotiations: September 23, 2026
- Contract Year One: October 1, 2026 – September 30, 2027
- Renewals for an additional four (4) one-year periods, not to exceed 5 years total and contingent upon performance and availability of funds

All Proposals and/or modifications to Proposals must be received and recorded no later than 5:00 PM, September 14, 2026. Proposal may be submitted via; U.S. Postal Service (USPS), Parcel Delivery Services (UPS, FedEx, etc.), In-Person, Email (to the designated contact person), or faxes are acceptable. No protests will be heard for late submissions.

GCWDB is not responsible for any errors of omission on the part of the U.S. Postal Service or other carriers regarding this proof of mailing.

RATING CRITERIA

Proposals will be reviewed for responsiveness and substantiveness. They will be rated and ranked by a team of GCWDB staff reviewers. At their discretion, GCWDB will contract with the highest scoring Proposer (minimum score of 70) in accordance with state and federal procurement standards.

Please review the evaluation criteria and include sufficient information in the Proposal so that the reviewers can fairly evaluate the service delivery proposed.

CONTRACT PROVISIONS

Contracts will be Cost Reimbursement in nature. GCWDB reserves the right to award multiple or exclusive contracts, based on factors such as dollar amount of proposal, type of services, prior performance, etc. **If selected, the resulting contract for provision of programmatic monitoring services will be for a one (1) year period beginning October 1, 2026 and ending September 30, 2027. GCWDB at its discretion, may opt to extend the term of the contract to up to four (4) one (1) year extensions based upon needs and availability of funds. In no event shall the total term of the contract exceed five (5) years. The Board reserves the right to terminate a contract at any time based on Contractor performance, matters of noncompliance, or insufficient funds.**

FUNDING

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

GRIEVANCES AND APPEALS

Proposals not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within ten calendar days of notification of final action. Appeals shall be in writing addressed to the GCWDB 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 accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing GCWDB complaint procedures.

No protest shall be accepted by the State until all administrative remedies at the local level have been exhausted. Copies of the appeal process will be made available to the protester upon request.

CONFLICT OF INTEREST

GCWDB considers conflict of interest a serious issue. Proposers may not hire GCWDB members, management or support staff involved in the evaluation and/or selection process under this Proposal to provide services under this Proposal for at least one year from the issuance of this RFP.

Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee, or agent of the GCWDB for the purpose of or having the effect of influencing favorable disposition toward their own Proposal or any other Proposal submitted hereunder.

Proposers should not engage in any activity which will restrict or eliminate competition. Violation of any of these provisions may cause a Proposer's response to be rejected.

DISCLAIMERS

A response to this Request for Proposals (RFP) does not commit the GCWDB to purchase any agreement, contract, or pay costs incurred in the preparation of such response, nor any cost incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the GCWDB.

The GCWDB reserves the right to accept or reject any or all Proposals received, to cancel this RFP in part or in its entirety, or to reissue this RFP at its discretion. The GCWDB reserves the right to withdraw, or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not received from TWC or the Federal Government.

Unless the Proposer specifies otherwise in its Proposal, the GCWDB may award the contract for any items/services or group of items/services in the RFP and increase or decrease the quantity from what is listed in the RFP. The GCWDB also reserves the right to request additional information and/or negotiate the terms of the Proposal submitted by the Proposer. This may include a personal interview with all finalist proposers. Points will be reevaluated for the section of the Scoring Sheet that is appropriate to include the evaluation of this interview.

The GCWDB reserves the right to hold and accept any Proposal for a period of thirty (30) days after the response deadline.

The GCWDB reserves the right to negotiate the terms of any agreements with Proposers selected and such agreements negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of GCWDB at any time during the contract period.

The GCWDB reserves the right to waive any defect in this procurement process or to make changes to this solicitation as it deems necessary. The GCWDB will provide notifications of such changes to all Proposers recorded in the official record as having received or requested an RFP.

The GCWDB reserves the right to contact any individual, agencies, or employers listed in a Proposal, to contact others who may have experience and/or knowledge of the Proposer's relevant performance and/or qualifications, and to request additional information from any Proposers.

Misrepresentation in a Proposal of a Proposer's ability to perform may result in cancellation of any award.

The contents of a successful Proposal may become a contractual obligation, if selected for award of contract. Failure of the Proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to a successful Proposer as a basis for release of proposed services at stated price/cost. Any damages accrued to the GCWDB as a result of the Proposer's failure to contract may be recovered from the Proposer.

A contract with the selected provider(s) may be withheld at the GCWDB's sole discretion if issues of contract or compliance, or questioned costs exist until such issues are satisfactorily resolved. Award of a contract may be withdrawn by GCWDB if resolution is not satisfactory to GCWDB.

Solicitation and selection of Proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of services. Proposers are responsible for familiarizing themselves with these laws and regulations.

Proposers not selected for award or contract may receive a debriefing to determine the reasons for non-selection if the debriefing is requested in writing to the contact person for this procurement, and the request is made within 30 days of the date award notification letter is postmarked.

PART II - THE PROPOSAL FORMAT

Instructions

Provide GCWDB with one (1) signed copy of your proposal response with the required cover sheet, narrative response, budget and appropriate attachments contained herein.

All Proposals and/or modifications to Proposals must be received and recorded no later than **5:00 PM, September 14, 2026, electronically (email), mail, or in-person to the address listed in the Contact Person section of this RFP.** No protests of submissions will be heard for proposals received after the submission deadline. The Board is not responsible for any errors of omission on the part of the U.S. Postal Service or other carrier regarding this proof of mailing. GCWDB will not return proposal responses or exhibits to proposers.

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

1. Cover Sheet*
2. Proposal Narrative Response
3. Line-Item Budget or Hourly Rate. *GCWDB highly encourages the Hourly Rate method of bidding. If this method is chosen, the hourly rate must include cost of materials and travel expenses.*
4. Attachments
 - A. Certifications Regarding Debarment, Lobbying, Drug-Free Workplace,
 - B. Texas Corporate Franchise Tax
 - C. Certification Regarding Conflict of Interest
 - D. Assurances and Certifications
 - E. Certification of Non-Discrimination and Equal Opportunity
 - F. VetHUB Certificate (If Applicable)
 - G. Resumes of Key Staff

***An officer, director, or official who is authorized must sign the proposal coversheet and attachments requiring signatures.**

PROPOSER COVER SHEET

#RFP-PM-2026 for Program Monitoring Services

Date and Time Submitted: _____

Submitted by

Legal Name of Proposer Agency: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____ Telephone #: _____

Fax #: _____ E-mail address: _____

Signature and Title of Individual having Contract Signature Authority

Signature of Authorized Representative: _____ Date: _____

Name & Title of Authorized Representative: _____

Tax/ Legal Status

_____ State Government Agency _____ Local Government _____ Union

_____ College / University _____ Local School District _____ Non-Profit

Private for-Profit: _____ Other _____

Federal Employer Identification Number: _____

Texas Workforce Commission ID Number: _____

VetHUB (Veteran Heroes United in Business---if applicable)

VetHUB Certificate Number: _____

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PROPOSAL NARRATIVE

Provide a complete explanation of your monitoring plan through the categories listed below. Please limit proposal, including attachments, to 25 pages. Include the technical data that demonstrates that the proposer's capabilities will meet the RFP requirements. The proposal narrative must fully address each of the items required. All proposals will be reviewed for completeness and clarity of the responses, demonstrated knowledge of workforce development and child care legislation and applicable program laws, rules and requirements.

Your management approach should demonstrate an understanding and capability to provide comprehensive program monitoring services.

1. **DEMONSTRATED PERFORMANCE/EXPERIENCE**-Describe your organization's previous experience delivering the same or similar services as those described in this RFP. Describe the size, structure, age, major lines of work, and other management experience of your agency and information regarding subcontractors. Describe any potential liabilities which might affect your organization's ability to perform a contract as awarded. Describe the experience of key staff and attach resumes. Describe previously provided effective and successful independent program monitoring detailing your ability to skillfully monitor according to the provisions of this RFP and in accordance with all workforce development programs. Demonstrate an understanding of program functions required to monitor the programs listed above. Describe your plan to review, assess, and report program monitoring issues. Detail previous presentation experience and ability to effectively speak about the Workforce Development fiscal program information, as required for technical assistance
2. **LEGISLATIVE and PROGRAMMATIC KNOWLEDGE**-Describe the extent and/or source of your organization's knowledge of applicable legislation and affected workforce programs. Demonstrate the level(s) of experience you bring to facilitate the delivery of workforce development services in the Golden Crescent. Detail pertinent experience with or knowledge of Department of Labor (DOL) regulations and Office Of Management and Budget (OMB) circulars, TWC Workforce Development Letters (WD Letters), all workforce program legislation, the rules set forth in the Workforce and Economic Competitiveness Act (Title 10, Chapter 23 08, et seq.) Texas Senate Bill 642, Texas House Bill 1863, House Bill 1, Texas Government Code, and the existence of GCWDB operating policies and procedures and the GCWDB Integrated Plan on file with TWC.
3. **COMPLETENESS OF DESIGN**-Specify services proposed, theory, format, and method of delivery and outcomes. Research and preparatory activity should be detailed. Follow-up activity, assessment and quality control should be included. Each submission should carefully address the specifics requested in the RFP. Address all services to be provided. Design your set of objectives and a specific, detailed plan to meet program monitoring objectives. Describe how your organization will assist in ensuring appropriate monitoring functions and processes are in place to position the Board to obtain and maintain annual TWC monitoring certification. Include proposed reporting methods, self-assessment, and technical assistance activities.
4. **REASONABLENESS OF COST**-Total cost of services proposed should be specified. All fees, rates, expenses, and other requirements associated with providing monitoring services to Board shall be stated including any in-kind contributions.

INSTRUCTIONS FOR BUDGET SUMMARY

SECTION A - Budget Summary by Categories

1. Personnel: Show salaries for project personnel or which you are required to provide W2 forms.
2. Travel: Indicate the amount requested for staff travel. The amounts must comply with State approved rates. GCWDB will provide a copy of our travel policy upon request.

3. Other: Indicate all direct costs not clearly covered by other line items/categories.
4. Total, Direct Costs: Add lines 1 through 3.

PROPOSED BUDGET SHEET

SECTION A - Budget Summary by Categories

1. Services (including all Personnel)	
2. Travel	
3. Other	
TOTAL COST	

SECTION B – Salary Distribution Sheet

Position / Title	Full Time / Part Time	Amount
1.		
2.		
3.		
TOTAL		

ATTACHMENT A:

CERTIFICATES REGARDING LOBBYING, DEBARMENT, SUSPENSION, OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKSPACE REQUIREMENTS

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned 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 any employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
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 subawards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Debarment, Suspension and Other Responsibility Matters: This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it or 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 proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
4. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

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

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

1. Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.
2. Providing each employee with a copy of the Contractor's policy statement.
3. Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.
4. Notifying the grantor agency, Golden Crescent Workforce Development Board in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.
5. 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 proposal was made. Submission of this certification is a prerequisite for entering into a contract.

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT B:
CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this contract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the contract for the proposing entity.

The undersigned authorized representative of the entity 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 proposing entity:

- ☐ The proposing entity is a for-profit corporation and certifies that is not delinquent in its franchise tax payments to the State of Texas.

- ☐ The proposing entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative 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, or a manager of the Board;
- (2) No manager or paid consultant of the Proposer is a spouse to a member of the Board or a manager of the Board;
- (3) No member of the Board or an employee of the Board owns or controls more than ten percent (10%) in the Proposer;
- (4) No spouse of a member of the Board or employee of the Board is a manager or paid consultant of the Proposer;
- (5) No member of the Board, President, or employee of the Board receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Proposal any interest, fact or circumstance that 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:

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT D:
ASSURANCES AND CERTIFICATIONS**

Proposer warrants and assures the information contained in this proposal is true and correct and the costs described accurately reflect the cost of providing services.

No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposal (RFP) has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Golden Crescent Workforce Development Board. or any employee of the Golden Crescent Workforce Development Board for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's proposal or any other proposal.

No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this RFP has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this RFP.

The organization or individual possesses the legal authority to offer this proposal.

If the proposer is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the proposer's governing body authorizing the submission of this proposal.

No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this RFP because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the GCWDB may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of the GCWDB prior to execution of a contract.

We understand and agree that the GCWDB has the right to reject any and all proposals and negotiate outside of the terms of this proposal and that GCWDB is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

Proposer will abide by the rules of the laws, acts, codes, etc. and all applicable rules and regulations promulgated there under, as a condition to award of contract from the Golden Crescent Workforce Board with respect to operation of programs or activities and all agreements or arrangements to carry out Board funded programs or activities.

By signing I acknowledge and agree to these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding.

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT E: CERTIFICATION OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The Board is an equal opportunity employer and complies fully with the laws regarding nondiscrimination and equal opportunity. As a condition for the award of financial assistance from the Department of Labor under Title 1 of WIOA, as defined in 29 CFR part 38, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I- financially assisted program or activity;
- Titles VI and VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- American with Disabilities Act of 1990 (ADA), as amended, which prohibits discrimination based on disability;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

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

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

Applicant's signature below indicates organization is agreeing to comply with these certifications

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

PART III - PROPOSAL EVALUATION CRITERIA

Responsive proposals will be evaluated using the criteria below. Proposals will compete with and be ranked against other proposals.

4. **Demonstrated Performance/Experience (22 Points).** The proposer has previously provided effective and successful independent monitoring services and has detailed their ability to skillfully monitor according to the provisions of this RFP and in accordance with rules and regulations for all workforce development programs listed in Part 1. The proposer has demonstrated the ability to review, assess and report all programmatic aspects of Workforce Development programs. The proposer has previously presented/can effectively speak about and explain in detail the Workforce Development programmatic information required for technical assistance. **Proposer has included resumes of staff and has shown satisfactory levels of pertinent education and experience. The proposer has demonstrated meeting all past contractual obligations.**
5. **Legislative and Programmatic Knowledge (22 Points).** The proposer has described the extent and/or source of their organization's knowledge of applicable legislation and affected workforce programs in a manner which demonstrates the level(s) of experience they bring to ensure the effective delivery of workforce development services in the Golden Crescent. The proposer has effectively demonstrated an understanding of the program services available and programmatic functions required to monitor the programs listed above. The proposer has detailed pertinent experience with knowledge of Department of Labor (DOL) regulations and Office Of Management and Budget (OMB) circulars, TWC Workforce Development Letters (WD Letters), program legislation, the rules set forth in the Workforce and Economic Competitiveness Act (Title 10, Chapter 23 08, et seq.) Texas Senate Bill 642, Texas House Bill 1863, House Bill 1, Texas Government Code, and the existence of GCWDB operating policies and procedures and the GCWDB Integrated Plan on file with TWC.
6. **Completeness of Design (22 Points).** Proposer has clearly outlined services proposed, format, and method of delivery and outcomes. Proposer has clearly detailed research and preparatory activity, follow-up activity, assessment and quality control. Each submission should carefully address the specifics requested in the RFP including how proposer responds to the Board's goal of achieving annual "certification" of its monitoring function. Proposer's objectives and a specific detailed plan are presented to meet program monitoring requirements. Proposer presents acceptable reporting methods, self-assessment and technical assistance activities.
7. **Reasonableness of Cost (34 Points).** Proposer has submitted a detailed proposal budget including (1) the efficient use of funds, (cost-effectiveness); (2) costs which meet standards as "reasonable, necessary, allowable and allocable"; and (3) competitiveness of costs with comparable proposals for similar services. Measurement standards for cost effectiveness and efficiency include historical cost data, cost comparisons between comparable proposals, market price of existing operations and network comparisons (neighboring or comparable labor market costs). The hourly rate cited for monitoring services will be central to GCWDB's rating of the Reasonableness of Cost category, as the number of hours of monitoring services requested by the Board will vary upon acquisition of funding for additional workforce development programs. Costs must be reasonable for the length of time the service is provided, the type of service provided, and the number of hours worked. Proposer clearly accounts for administrative costs in detail.

PROPOSAL REVIEW INSTRUMENT

CRITERIA	VALUE	POINTS
1. Demonstrated Performance/Experience (22 points)-		
▪ Demonstrated Competence/Qualifications for monitoring. Proposer has had prior experience monitoring similar programs as well as a history of organized and timely reporting.	11	
▪ Relevant Experience of key staff sufficient to successfully monitor (provided resumes)	11	
2. Legislative/Programmatic Knowledge (22 points)		
▪ Proposer has proven it has knowledge of workforce legislation, rules, and guidance and details how proposer will keep abreast of changes.	11	
▪ Proposer has applicable knowledge of programs and understanding of the services provided as well as the requirements for each component of service.	11	
3. Completeness of Design (22 points)		
▪ The plan to meet Purpose of RFP and clearly explains how the monitoring services will be delivered successfully	5.5	
▪ Quality of planned desk-review and site review activity	5.5	
▪ Quality of proposed technical assistance	5.5	
▪ Quality control procedures & risk assessment	5.5	
4. Reasonableness of Costs (34 points)		
▪ The schedule of costs outlined in the proposal describe necessary costs	17	
▪ The outlined costs are reasonable and allowable for the service provided and indirect costs are accounted for in detail	17	
5. VetHUB status (if applicable, 5 points)	5	
GRAND TOTAL (ALL CATEGORIES)	105	