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**Golden Crescent
Workforce Development Board
dba
Workforce Solutions Golden Crescent**

is soliciting

***Request for Proposals*
for
Fiscal Monitoring Services**

Issue Date: July 13, 2026

Response Deadline: August 14, 2026

Evaluation of Proposal(s): August 17-21, 2026

Negotiations and Award: August 24-28, 2026

Contract dates: October 1, 2026 – September 30, 2027

INTRODUCTION

This is a Request for Proposal (RFP) for the provision of **Fiscal Monitoring Services for Golden Crescent Workforce Development Board dba Workforce Solutions Golden Crescent** (GCWDB, Board) and its subcontractor(s) for programs and services in the seven-county Golden Crescent Workforce Development Area (WDA) which includes Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria Counties.

All services must be consistent with Department of Labor (DOL) regulations and Office Of Management and Budget (OMB) Uniform Guidance, 2 CFR Part 200-Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards; Texas Workforce Commission (TWC) Workforce Development Letters (WD Letters) and Financial Manual for Grants and Contracts (FMGC); Communities In Schools (CIS), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Workforce Innovation and Opportunity Act (WIOA) and Non-Custodial Parent (NCP) Choices Program; 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 subsequent applicable rules and regulations.

CONTACT PERSON

The Board is not responsible for the accuracy of information obtained from sources other than the authorized contact person for this procurement. Communication with any Board 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 Board.

Please direct all questions regarding this procurement via email to:

Kristy Pfister
kristypfister@gcworkforce.org

QUESTION AND ANSWER DEADLINE

Any questions related to this RFP must be submitted no later than 5:00 PM CST Wednesday, July 22, 2026. All questions and subsequent responses will be posted by 5:00 PM CST Monday, July 27, 2026 on our website at <https://www.gcworkforce.org/doing-business-with-us>

RESPONSE DEADLINE

All Proposals and/or modifications to Proposals must be received and recorded no later than 3 p.m. on August 14, 2026. Proposal may be hand delivered at 1905 Leary Lane, Victoria, Texas, 77901. A receipt will be prepared upon request at the time of submittal. No protests of timely submissions will be heard without such receipt. Faxed and e-mail delivery are acceptable.

Fax #: (361) 573-0225

Email Address: kristypfister@gcworkforce.org

The Board is not responsible for any errors of omission on the part of the U.S. Postal Service or other carrier regarding proof of mailing or delivery services.

BACKGROUND

The Board is the entity designated by the Governor under Section 3.01 of HB 1863 who plans, oversees, and evaluates the delivery of all workforce development, employment and training services in the designated WDA. The Board performs in an administrative capacity and contracts out direct services to other entities.

The Board administers services in; Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria Counties. These services include; Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance to Needy Families/Choices (TANF/Choices), Communities In Schools (CIS), Child Care Services/Child Care Quality Initiatives (CCS & CCQ), Supplemental Nutrition Assistance Program (SNAP), Wagner-Peyser Employment Services (ES), NCP-Choices, Reemployment Services and Eligibility Assessment (RESEA), etc.

Additional grants and programs are acquired from time to time and the additional responsibility will be negotiated as the occasion arises.

PURPOSE OF RFP

The Board is soliciting Proposals from interested parties for the provision of Fiscal Monitoring Services over all programs and services overseen by the Board. **The following programs and categories will be monitored under this contract:**

Programs to be Reviewed:

- Workforce Innovation and Opportunity Act (WIOA)
- Temporary Assistance to Needy Families/Choices (TANF)
- Child Care and Quality Child Care Service Delivery (CCS)
- Supplemental Nutrition Assistance Program (SNAP)
- Communities in Schools (CIS)
- Wagner-Peyser Employment Services (ES)
- Non-Custodial Parents Choices Program (NCP-Choices)
- Reemployment Services and Eligibility Assessment (RESEA)
- Other Board-approved programs/grants/initiatives acquired during the term of this contract

Cost Categories and Allowable Cost

- Administration limit
- Allowable cost
- Program cost

Funds Allocation and Availability

Allocation Plan

- Spending amount target date
- HB 1 compliance
- Insurance
- Internal Audit

- Internal transfers between WIOA Adult and Dislocated Worker programs
- Inventory
- Payroll
- Procurement
- Program income
- Timelines for Payment
- Travel

The current annual budget for the GCWDB including carry-over from prior years, is approximately \$14.0 million.

Services to be provided will include annual monitoring of both the Board and its subcontractor(s)' fiscal systems and records. An annual risk assessment to determine effectiveness will be conducted. Annual Monitoring Plans will be submitted including a Fiscal Integrity Review of the Board's Contractor. The awardee will use both desk and onsite reviews to conduct the monitoring function. The awardee will provide technical assistance in areas identified through monitoring visits or as requested by Board staff. A resolution process will be recommended by the independent monitor. The awardee will be responsible for providing a formal final written report of all monitoring findings, management observations, and non-compliance issues to the Board's Executive Director and designee(s). All back-up documentation pertaining to the monitoring process shall be maintained by the awardee.

The monitoring instrument must adhere to the TWC Financial Manual of Grants and Contracts, current OMB guidance, Public Law 102-3 67, the final regulations (9-294), and regulations pertaining to programs under H.B. 1863. Tools and attributes of winning bidder must be provided to the Board prior to the award of contract. In addition, the awardee will attend TWC training sessions at their own expense when substantial changes have been made to programs, policies, or regulations.

RATING CRITERIA

Proposals will be reviewed for substantive responses and demonstrations. They will be rated and ranked by a team of Board staff reviewers. **A minimum score of 70 is required to be considered responsive to this RFP.**

CONTRACT PROVISIONS

The Board reserves the right to award multiple or exclusive contract(s), based on factors such as dollar amount of proposal (cost/value), type of services, prior performance, etc. The initial contract period will be from October 1, 2026 through September 30, 2027 and may be extended annually not to exceed 5 (five) years

FUNDING

All awards are contingent upon the availability and receipt of funds by the Board 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 be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within ten (10) calendar days of notification of final action. Appeals shall be in writing addressed to the Board 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 Board 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.

DISCLAIMERS

A response to this Request for Proposal (RFP) does not commit the Board to purchase any agreement, or contract, or to pay neither any 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 Board.

The Board 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 Board 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 funding entities.

Unless the bidder specifies otherwise in its Proposal, the Board 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 Board also reserves the right to request additional information and/or negotiate the terms of the Proposal submitted by the bidder. This may include a personal interview of 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 Board reserves the right to hold Proposals for a period of thirty (30) working days after the response deadline.

The Board reserves the right to negotiate the terms of any and all agreements with bidders selected and such agreements negotiated under this RFP may be renegotiated and/or amended to successfully meet the needs of the WDA at any time during the contract period.

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

The Board 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 bidder's relevant performance and/or qualifications, and to request additional information from any and all bidders.

Misrepresentation in a Proposal of a bidder'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 bidder to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to a successful bidder as a basis for release of proposed services at stated price/cost. Any damages accruing to the Board as a result of the bidder's failure to contract may be recovered from the bidder.

Award of a contract with the selected provider(s) may be withheld at the Board's sole discretion if issues of contract or compliance, or questioned costs exist until such issues are satisfactorily resolved.

Bidders 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. A debrief request must be made within 30 days of the notification letter's postmarked date.

PROPOSAL FORMAT

INSTRUCTIONS

Provide the Board with one (1) signed copy of your proposal response.

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

- 1. Cover Sheet**
- 2. Narrative Response**
- 3. Line-Item Budget**
- 4. Appendices**
 - a) Certification Regarding Conflict of Interest**
 - b) State Assessment Certification**
 - c) Texas Corporate Franchise Tax Certification**
 - d) Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, Equal Opportunity/Non-Discrimination, and Drug-Free Workplace Requirements**
 - e) Certification of Proposer**
 - f) VethUB Certificate (if applicable)**
- 5. Résumés of Key Staff**

An officer, director, or official, who is authorized to sign the contract, if awarded, must sign the proposal coversheet and all attachments requiring signatures.

PROPOSAL COVER SHEET

Contact Person _____

Organization Name _____

Address _____

Telephone _____ FAX _____

e-mail _____ Federal ID# _____

Vet HUB?

Yes_____ No_____
(Attach Certificate, if applicable)

Check if applicable:

☐ Local Educational Agency

☐ Local Organized Labor Agency

☐ Community-Based Organization

☐ Not-for-Profit Organization

☐ For-Profit Organization

☐ Governmental Entity

☐ Corporation

☐ Sole Proprietorship

☐ Partnership

☐ Other _____

I attest that the contents of this proposal are true and accurate to the best of my knowledge.

Authorized Signature

Date

Title

PROPOSAL NARRATIVE

Provide a complete explanation of your monitoring plan through the categories listed below. Please limit narrative to 10 pages. Include technical data that demonstrates how 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 of each response, clarity of the response, demonstrated knowledge of workforce development legislation, and applicable program laws, rules and requirements.

Your approach should demonstrate an understanding of and capability to provide comprehensive Fiscal Monitoring Services.

A. DEMONSTRATED PERFORMANCE/EXPERIENCE – 25 Points.

1. Describe your organization's previous experience delivering the same or similar services to those described in this RFP.
2. Describe the size, structure, age, major lines of work, and other management experience of your agency and information regarding subcontractors.
3. Describe any potential liabilities which might affect your organization's ability to perform a contract as awarded.
4. Describe the experience of key staff and attach résumés.
5. Describe in detail your ability to skillfully monitor fiscal services according to the provisions of this RFP and in accordance with Workforce Development Programs, including, but not limited to programs listed in this RFP.
6. Demonstrate an understanding of program functions required to fiscally monitor the programs listed.
7. Describe your plan to review, assess, and report fiscal monitoring issues.
8. Describe previous presentation experience and ability to effectively speak about the Workforce Development fiscal program information, as required for technical assistance.

B. LEGISLATIVE and PROGRAMMATIC KNOWLEDGE – 25 Points.

1. Describe the extent and/or source of your organization's knowledge of applicable legislation and affected workforce programs. Demonstrate the level of experience that will facilitate the fiscal monitoring of Golden Crescent workforce development services.
2. Detail pertinent experience with or knowledge of Department of Labor (DOL) regulations and Office Of Management and Budget (OMB) Uniform Guidance (2 CFR Part 200), TWC Workforce Development Letters (WD Letters) and Financial Manual for Grants and Contracts (FMGC), CIS, TANF/Choices, SNAP E&T, NCP-Choices, RESEA and WIOA programs and 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 subsequent applicable rules and regulations.

C. COMPLETENESS OF DESIGN – 20 Points.

1. Specified proposed services, theory, format, method of delivery, and outcomes.
2. Detailed research and preparatory activity.
3. Included follow-up activity, assessment, and quality control.
4. Designed a set of objectives and a detailed plan to meet fiscal monitoring objectives.
5. Described proposed reporting methods, self-assessment, and technical assistance activities.

D. REASONABLENESS OF COSTS – 30 Points.

1. Provide a detailed proposal budget including (1) the efficient use of funds (cost-effectiveness); (2) costs which meet standards as "reasonable, necessary, allowable and allocable"; (3) competitiveness of costs with comparable proposals for similar services; and (4) value of in-kind contributions from proposer, if applicable. 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.)
2. The hourly rate cited for fiscal monitoring services will be central to Board'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.

E. VetHUB (Veteran Heroes United in Business) – 5 Points

Certificate, if applicable, must be submitted.

FISCAL MANAGEMENT SYSTEMS SURVEY

Answer the following questions regarding your fiscal management system. Answering a more detailed questionnaire may be required upon selection for award of a contract, and modifications to systems may be required to meet regulatory requirements.

- | | Yes or No |
|--|-----------|
| 1. You must understand Uniform Administrative, Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance-2 CFR Part 200). | _____ |
| 2. Do you have an understanding of the Workforce Innovation and Opportunity Act Regulations? | _____ |
| 3. Do you have a thorough understanding of the Texas Workforce Commission Financial Management Manual for Grants and Contracts and the Federal Uniform Guidance? | _____ |
| 4. Are your accounting records maintained in such a manner as to facilitate the tracking of funds to source documentation of the unit transaction? | _____ |
| 5. Is there a person who is responsible for the receipt of all financial transactions? | _____ |
| 6. Is proper documentation maintained to support travel disbursement?
(Please attach a copy of travel disbursement policy, if yes.) | _____ |
| 7. Has a formal independent audit of your organization's financial record been conducted by a Certified Public Accounting Firm within the past year? | _____ |
| 8. Does your organization have written accounting procedures including an internal control process? (Please attach a copy, if yes.) | _____ |
| 9. Does your organization follow GAAP? | _____ |

I certify that the information provided on this form is an accurate and true representation of the fiscal management systems of this organization.

Organization Name

Type/Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

INSTRUCTIONS FOR BUDGET FORM

SECTION A - Budget Summary by Categories

1. Personnel Cost: Total Cost for Monitoring Services
 - Include hourly rate for each staff person assigned to project.
2. Travel: Indicate the amount requested for staff travel.
3. Supplies: Include the cost of consumable supplies and materials to be used during the project period.
4. Other: Indicate all direct costs not clearly covered by lines 1 through 3 above, including consultants.
5. Total Costs: Add lines 1 through 4.

BUDGET SHEET

SECTION A - Budget Summary by Categories

1. Total Personnel Cost (Include hourly rate for each staff person assigned to project)	
2. Travel	
3. Supplies	
4. Other	
5. TOTAL Cost (Lines 1 through 4)	

CERTIFICATIONS

CERTIFICATION REGARDING CONFLICT OF INTEREST

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

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

Disclosure of Potential Conflict of Interest (Please describe): _____

Name of Organization

Signature of Authorized Representative

Date

Printed Name and title of Authorized Representative

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

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

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

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

Signature and Date

Printed Name and Title

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 any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

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

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

- (1) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- (2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination based on 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 based on age; and
- (6) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination based on sex in educational programs.

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

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

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

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

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the Contractor's policy statement;
- (4) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (5) Notifying Workforce Solutions within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,
- (6) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered. Submission of this certification is a prerequisite for making or entering into this transaction.

Signature and Date

Printed Name and Title

CERTIFICATION OF PROPOSER

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

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

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

I, _____, certify that I am the
(Printed Name)

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

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

Signature

Address

Phone