



**REQUEST FOR PROPOSALS
FOR
TEXAS RISING STAR
MENTOR/ASSESSOR SERVICES**

OPEN PROCUREMENT PROCESS

**Release Date:
November 17, 2015**

Submission of Proposals: Open Procurement beginning November 17, 2015

Golden Crescent Workforce Development Board, Inc.
dba Workforce Solutions Golden Crescent
www.gcworkforce.org
120 South Main Street, Suite 501
Victoria, Texas 77901

REQUEST FOR PROPOSAL

The Golden Crescent Workforce Development Board dba Workforce Solutions Golden Crescent is soliciting proposals from qualified organizations/individuals to provide Mentor/Assessor services to current Texas Rising Stars (TRS) providers and to child care providers who may be seeking TRS certification in the Golden Crescent Area. Request for Proposal may be picked up in person November 17, 2015 at the Board office located at 120 S. Main, Suite 501, Victoria, TX 77901, or one may be e-mailed to you by calling Jose' Troncoso at 361-576-5872.

This RFP will be an open procurement process and proposals will be considered on a monthly basis until closed for services. For immediate consideration, a respondent must submit a proposal for services to the Board by 5:00 PM Monday, November 30, 2015.

After the initial deadline, the Board will continue to accept proposals for services. A proposal must be submitted by 5:00 PM CST on the 1st and 3rd Friday of the following months (beginning December 1, 2015) to be considered for services.

As there will be no Bidder's Conference, all inquiries may be directed to Jose' Troncoso at (361)576-5872 or by email to josetroncoso@gcworkforce.org beginning Wednesday, November 18, 2015 until 5:00 PM Tuesday, November 24, 2015.

Workforce Solutions Golden Crescent is an Equal Opportunity Employer/Program. Auxiliary aids are available upon request to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD) or 711 (Voice)

INTRODUCTION

The Golden Crescent Workforce Development Board, dba Workforce Solutions Golden Crescent (hereafter called “Workforce Board”) is a 501(c)(3), a not-for-profit corporation in the State of Texas. It is governed by a 27 member Board of Directors appointed by the local Chief Elected Officials in accordance with the provisions of Texas Senate Bill 642, Texas House Bill 1863 and the Federal Workforce Investment Act of 1998.

The Board of Directors represent a partnership of private sector, organized labor, community based organizations (CBOs), education, public employment service (TWC), vocational rehabilitation, public assistance, economic development, local literacy council and adult education. The Board administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. Grants are received from the Texas Workforce Commission and may include state funds, and federal funds from the U. S. Departments of Labor, Health and Human Services, and Agriculture. Please see the Board’s website for additional information on the workforce programs and locations of the local workforce centers within the Golden Crescent service delivery area (www.gcworkforce.org).

The Workforce Board is the oversight entity and fiscal agent for workforce development services and administers the procurement of goods and services that meets compliance with federal/state regulations. The primary responsibility of the Workforce Board is to identify the workforce needs and issues of the Workforce Board area and, provide policy and program guidance and evaluation of workforce development programs and services that affect area employers, residents and job seekers. The Workforce Board area consists of Gonzales, Lavaca, Dewitt, Goliad, Calhoun, Jackson and Victoria counties.

PURPOSE OF REQUEST FOR PROPOSALS (RFP)

This Request for Proposal (RFP) provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response, and the selection process. Potential respondents are strongly encouraged to:

- 1) Read the RFP carefully; and
- 2) Provide all necessary information and ask questions or seek technical assistance on points or concepts that are unclear.

The purpose of this RFP is to solicit for qualified professionals to provide assessor services to current Texas Rising Star (TRS) providers and to child care providers who may be seeking TRS certification in the Golden Crescent Area.

The Workforce Board is responsible for the development and delivery of child care quality improvement within our respective counties: Gonzales, Lavaca, Dewitt, Goliad, Calhoun, Jackson and Victoria counties. Workforce Solutions Golden Crescent provides subsidized services to an average of 800 children per day.

The Texas Rising Star program is a Texas Workforce Commission accreditation program that is administered by each Board at the local level. The Texas Rising Star program is a voluntary process where a child care provider can choose to have an outside entity come in and evaluate their program. The evaluation will consist of a standard set of criteria that exceeds the minimum standards required by child care licensing for health and safety, group size, child/staff ratios, caregiver training, and age-appropriate curricula and activities. Child Care providers who choose to become accredited as a Texas Rising Star are evaluated annually to ensure they continue to meet accreditation standards. The Texas Rising Star certification system offers three certification levels in center-based care (2-star, 3-star and 4-star) and two levels in home-based care (provisional or full) to encourage providers to attain progressively higher certification requirements. Each star reflects a higher level of quality that has been achieved by the provider. A Four Star provider has met the highest quality standards for this accreditation. Texas Rising Star certification is available for licensed child care center, licensed child care home, and registered child care home providers who meet the certification criteria.

SERVICES SOLICITED IN THIS RFP

This Request for Proposals (RFP) provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information corresponding to this RFP. Services solicited in this RFP for Texas Rising Star Mentor/Assessor Services are to ensure that current TRS providers have met State requirements to remain at their current TRS level or to attain a higher level of TRS certification, and that non TRS providers have met State requirements to attain a TRS status in the Workforce Solutions Golden Crescent area. The Texas Rising Star Assessor will be responsible for performing effective assessments for the current Texas Rising Star providers and potential providers interested in the Texas Rising Star program. The Assessor will be responsible for coordinating and implementing TRS assessment related activities, including:

- Conducting scheduled and un-announced TRS provider assessments (or re-certifications) as determined by the Board;
- Conducting observations in support of completing a TRS provider assessment process provided in WD Letter 08-14 <http://www.twc.state.tx.us/boards/workforce-policy-and-guidance.html#childcare>;
- Submitting written detailed reports summarizing findings and justification for assessment scores; and
- Coordinating TRS schedules and maintaining contact with each Board's contact person regarding work load and required expectations of the Assessor.

The Texas Rising Star Program offers quality care that exceeds the State's Minimum Licensing Standards for health and safety, group size, child/staff ratios, caregiver training, and age-appropriate curricula and activities.

Objectives for Texas Rising Star Certification are:

- To improve the quality of child care services offered by providing high quality child care options;
- To ensure that children are offered care that promotes their social, emotional, physical and intellectual development;
- To promote early physical, emotional, social and intellectual development of children who are the state's future workforce.

Eligible Providers

- Any child care provider that has a current agreement with a Workforce Board child care contractor to serve subsidized children and that meets either of the following criteria may apply for Texas Rising Star (TRS) Provider certification;
- Has the appropriate permanent license or registration from, and is in good standing with, the Texas Department of Family and Protective Services (TDFPS); or is regulated by the military, or is alternatively accredited by an organization approved by TDFPS as stipulated in Chapter 42, Subchapter E, of the Human Resource Code;
- Any provider that is on Adverse Action, Corrective Action, or have five or more high or medium-high licensing deficiencies and ten or more total deficiencies on the TRS Pre-Screening tool, **is not** eligible to apply for TRS Provider certification;
- Child care providers who are regulated by the military or who have attained one of the following national accreditations may be certified as a TRS Provider without going through the TRS Provider assessment process but must complete the TRS application process and meet the requirements of the TRS Pre-Screening tool:
 - National Association for the Education of Young Children (NAEYC)
 - National Early Childhood Program Accreditation (NECPA)
 - National Accreditation Commission for Early Child Care and Education Program (NAC)
 - Association of Christian School International (ACSI)
 - National Association of Family Child Care (NAFCC)
 - National AfterSchool Association (NAA)

The current Texas Rising Star Provider Certification Guidelines are available at:

<http://www.twc.state.tx.us/svcs/childcare/procert.html>

RESPONDENT QUALIFICATIONS

Respondents **must** meet the following qualifications presented for Texas Rising Star (TRS) Assessor:

Minimum Education

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;
- Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
- Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given for required experience with a provider that is accredited or TRS certified.

Minimum Work Experience

- One year of full-time early childhood classroom experience in a child care, Early Head Start, Head Start, or prekindergarten through third grade school program

Demonstrated Knowledge

- Best practices in early childhood education
- Understanding of early childhood evaluations, observations, and assessments for both teachers and children
- ITERS, ECERS-R, FCERS, TBRS, CLASS, or other assessment tools

Other Preferred Knowledge

- Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing
- Bilingual (English and Spanish speaker)
- Ability to relate to individuals from culturally diverse backgrounds
- Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet
- Detail oriented with strong oral and written communication skills
- Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication

Required Continuing Education and Professional Development

Respondents must be available to attend TWC or Board-required training. Reimbursement for mileage, meal per diem, and hotel accommodations are available; however, respondents will be responsible for other out-of-pocket expenses.

- Participation in required annual professional development and continuing education which meets or exceeds child care licensing minimum-training requirements for a center director must be satisfied on an annual basis.
- Must successfully complete training period before engaging in an action under this grant.
- Must be available to attend required training as mandated by TWC or the Board. Training may require travel within Texas and participation may total 3 or more days.
- TWC mandated TRS Assessor Trainings and travel costs are allowable and shall be reimbursed by the Board

For TDFPS Child Care Licensing regulations on required center director professional development and continuing education requirements, see Section 746.1311 at

http://www.dfps.state.tx.us/documents/Child_Care/Child_Care_Standards_and_Regulations/746_Centers.pdf.

ADMINISTRATION OF THIS REQUEST FOR PROPOSALS (RFP)

The RFP is issued November 17, 2015 and available at the Workforce Solutions Golden Crescent office at 120 South Main, Suite 501, Victoria, Texas 77901 during normal business hours (Monday through Friday, 8:00 a.m. – 5:00 p.m.) or one may be e-mailed to you by calling 361-576-5872.

The package must contain all the necessary information and forms to respond to this RFP. A response to this RFP should include one (1) complete original proposal for services with signatures. Workforce Solutions Golden Crescent is not responsible for any errors or omission or otherwise on the part of the U.S. Postal Service or other carrier regarding proof of mailing. **All proposals for services must be submitted by 5:00 p.m., Friday, November 30, 2015.** The information requested may be mailed, hand delivered or e-mailed. If e-mailed, proposal **must be in PDF format with required signatures**

Texas Rising Star Assessor Services Attn: Procurement Workforce Solutions Golden Crescent 120 South Main, Ste. 501, Victoria, Texas 77901

Selection of Awards

Selected Texas Rising Star Assessors will be placed on a vendors' list for availability of assessor services. Vendors will remain on the list until removed for lack of availability of funding and satisfactory performance in accordance with Texas Workforce Commission and Board's requirements. Vendors will be assigned on an as need basis to provide assessor services for child care providers in Workforce Golden Crescent counties between the hours of 7:00 a.m. and 6:00 p.m. Monday through Thursday. Dates, times and locations will be provided to selected respondents as assessment is determined for the participating providers.

Individuals selected as an Assessor will be required to undergo a background check prior to conducting any work in a child care facility (center or home) on behalf of Workforce Solutions Golden Crescent. A background check will be required and an award is contingent upon completion and provision of completion of a background check. Proof of a background check that has been completed no more than the prior six (6) months of an award will be accepted. Any associated expense related to the required background check will be the responsibility of the contracted Assessor.

Services Period

The anticipated service period for availability on a vendor's list is December 1, 2015 through October 31, 2016. Mentor/Assessor Services may be extended for up to two (2) additional years through October 2017, depending upon performance and availability of resources.

GOVERNING PROVISIONS AND LIMITATIONS

A. The main purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of the Texas Rising Star Assessor Services. A response to this RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind; nor does it commit the Workforce Solutions to pay for costs incurred in the preparation of a response, or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by the Workforce Solutions Golden Crescent.

B. Workforce Solutions Golden Crescent reserves the right to accept or reject any or all proposals received, to cancel and/or reissue this RFP in part or its entirety.

C. Workforce Solutions Golden Crescent reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.

D. Workforce Solutions Golden Crescent reserves the right to negotiate the final terms of any and all contracts or agreements for placement on the vendors' list with respondents selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the Board's local plan and impose additional requirements and refinements in the terms and conditions, proposal for assessor services, performance measures, and funding amounts during the course of any agreement.

E. All Board Directors, officers, and staff, or any agents of the Board are precluded from entertaining questions concerning the proposal or this procurement process outside the confines of the formal Questions and Answers process. Potential respondents, respondents and contractors are asked to respect these conditions by not making personal requests for assistance. No employee, member of a Board of Directors or other governing body, or representative of a respondent who submits a proposal under this RFP may have any contact outside of the formal review process with any employee of Workforce Solutions Golden Crescent, or any member of the Board of Directors for purposes of discussing or lobbying on behalf of respondent's proposal. This contact includes written correspondence, telephone calls, personal meetings, e-mail messages, or other kinds of personal contact. Workforce Solutions Golden Crescent will reject proposals of those respondents who violate this condition.

F. Workforce Solutions Golden Crescent reserves the right to contact any individual, agency employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.

G. Workforce Solutions Golden Crescent or its designee will conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to, or subsequent to, the award of a contract or agreement. Misrepresentation of the respondent's ability to perform as stated in the proposal(s) may result in cancellation of any contract or agreement for services on the vendors' list that is awarded.

H. Workforce Solutions Golden Crescent reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other specific funding source.

I. Respondents 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.

J. Workforce Solutions Golden Crescent reserve the right to deem a proposal non-responsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFP.

K. Selected vendor must comply with Texas Government Code §2264 and WD Letter 07-08 and applicable changes in reference to public subsidies provided to employers.

L. Workforce Solutions Golden Crescent reserves the right to conduct credit check, criminal history, drug tests, and other background investigation of the selected proposer and, if a corporation, its directors, shareholders, or partners and managerial and supervisory personnel retained by the proposer for the performance of the contract.

Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, WSGC, TWC, Office of the State Auditor, U.S. Department of Health & Human Services, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFP for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

SELECTION PROCESS

Selection of vendor(s) shall be in accordance with the principles stated in the Board's plan and State plans, as well as other applicable laws, regulations and policy issuances from Federal, State, and Local entities.

A. A consideration in selecting vendors or organizations to deliver services shall be the demonstrated performance of the vendor or organization in delivering comparable or related services. Performance in this or similar activities shall be considered when awarding points for past performance. Other performance with this Board will be considered in evaluation for proposals received in response to this RFP.

B. Funds provided under this RFP shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from the Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local workforce development area's performance goals.

C. The proposal review process will include: evaluation, rating, and ranking of proposals by qualified staff using the general criteria specified in "EVALUATION CRITERIA/POINT VALUE" below. The proposal review process will also include review, approval to negotiate and selection for award of vendor services by the Board of Directors.

EVALUATION PROCESS

Responsive proposals submitted by the deadline are evaluated using the objective criteria below. Workforce Solutions Golden Crescent assigns professional staff or qualified outside evaluators to read and evaluate each proposal. Parts of the scoring are scored independently by each reader; the final scores for those parts will be the average of the independent scores of all readers. All references are validated and scores included in the evaluation process. In selecting proposals for award of contract or agreement for vendor services, Workforce Solutions Golden Crescent reserves the right to depart from the strict ranking by evaluation scores, whenever it deems such departure will better serve the best interests of Workforce Solutions Golden Crescent and its constituents.

EVALUATION CRITERIA/POINT VALUE

Responsive proposals submitted by the deadline will be evaluated using the following criteria:

CRITERIA	MAXIMUM POINTS
1. Qualifications and References	35
2. Demonstrated Experience	35
3. Cost	30
4. HUB Certification (Must be included with the proposal to receive these points)	5
Possible Proposal Points	105

(1) Qualifications and References: 35 Points

The respondent must meet the qualifications specified in the "Services Solicited" section of this RFP. Provide a resume, transcripts, and copies of certifications. Also, provide three references including contact name, phone number and email address.

(2) Demonstrated Experience: 35 Points

Include specific experience demonstrating technical competence in providing evaluations/assessments of child care providers, early head start, and/or pre-k – 3rd grade school programs within the last 2 years. Relevant experience must include the dates of services, description and the organizations for which the services were provided, contact names and phone numbers, and contract amount.

(3) Cost: 30 Points

Cost reasonable, necessary, allocable, and allowable. Proposed rate should be inclusive of necessary expenses including mileage. An estimated number of hours per evaluation/assessment should be identified by facility type.

Provide an estimated number of hours per evaluation/assessment by facility type (licensed child care centers, registered and licensed home care, TRS providers and centers wanting to become TRS certified).

NOTE: Historically assessments of large centers have averaged 8-12 hours to complete, smaller centers and homes average 6 hours. All proposed costs are significant competitive variables in this procurement

(4) Historically Underutilized Business (HUB): 5 Points

HUB Certification must be included with the proposal to receive these points. No pending certifications will be accepted.

PROPOSER INQUIRY AND APPEAL PROCESS

The Golden Crescent Workforce Development Board, Inc. dba Workforce Solutions Golden Crescent is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. “The Commission shall accept no protest or dispute appeal until all administrative remedies at the contractor level have been exhausted.” These issues include, but not limited to, protests, disputes, and claims.” Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction. (TWC Financial Manual for Grants and Contracts, Chapter 14, Procurement, July 1, 2005)

Respondents not selected by this process may appeal the decision by submitting, within 10 days of the Board notification of the procurement decision, a written request for debriefing. A copy of the complete appeal process will be provided upon request. The Request for Debriefing should be sent registered mail or hand delivered (a receipt will be issued), clearly identified externally as “Dated Material” and addressed to: **Henry Guajardo, Executive Director, Workforce Solutions Golden Crescent, 120 South Main Street, Suite 501, Victoria, Texas 77901.**

RESPONSE CHECKLIST AND ORDER OF SUBMISSION

The proposal must be submitted in order as Attachments:

- A. Respondent Cover Sheet
- B. Proposal for TRS Assessor Services
- C. Certificate Regarding Lobbying, Debarment and Drug-Free Workplace
- D. Certificate Regarding Conflict of Interest
- E. Texas Corporate Franchise Tax Certification
- F. Assurances and Certifications
- G. Certification of Non-Discrimination and Equal Opportunity

**ATTACHMENT A:
RESPONDENT COVER SHEET**

Texas Rising Star Assessor Services

Date and Time Submitted: _____ (You may obtain receipt from the Workforce Board Procurement Section if response is hand delivered; if response is mailed, use certified mail – return receipt requested).

Submitted by:

Legal Name of Respondent Agency: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____ Title: _____ 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 Comptroller ID Number: _____

Historically Underutilized Business (HUB):

HUB Certification Number: _____

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**ATTACHMENT B:
PROPOSAL FOR TRS ASSESSOR SERVICES**

Texas Rising Star Assessor Services RFP Proposal

The following elements must be addressed in the proposal. Be sure to reference any required attachments in the responses. Proposers should state each RFP question and then present their response to that question.

(1) Qualifications and References

- a) Minimum Education – Please indicate in response which minimum education requirement applies. Also indicate in response any relevant qualifications above the minimum required. Provide a resume, transcripts, and copies of certifications.
 - Bachelor’s degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;
 - Bachelor’s degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
 - Associate’s degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given for required experience with a provider that is accredited or TRS certified.
- b) Required Continuing Education and Professional Development - Provide description on how the proposed required annual professional development and continuing education consistent with child care licensing minimum training requirements for a center director will be obtained. Indicate if you will be available to attend the training as scheduled.
- c) Provide three professional references include Contact Name, Title, Phone Number and Email Address

(2) Demonstrated Experience

- a) Please provide description of early childhood classroom experience, at a minimum, proposer’s response description must include at least one year of full-time early childhood classroom experience in a child care, Early Head Start, Head Start, or prekindergarten through third grade school program.
- b) Please provide proposer’s experience of evaluations/assessments of child care providers; include the dates of services, description and the organizations for which the services were provided, contact names and phone numbers, and contract amount.
- c) Check all acquired skills and provide any applicable documentation:
 - Best practices in early childhood education
 - Understanding of early childhood evaluations, observations, and assessments for both teachers and children
 - ITERS, ECERS-R, FCERS, TBRS, CLASS, or other assessment tools
 - Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing
 - Bilingual (English and Spanish speaker)
 - Ability to relate to individuals from culturally diverse backgrounds
 - Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet
 - Detail oriented with strong oral and written communication skills
 - Basic administrative skills, including documentation including recordkeeping, electronic data management

(3) Cost

- a) Provide Hourly rate inclusive of all necessary expenses including mileage.
- b) Provide an estimated number of hours per evaluation/assessment by facility type (licensed child care centers, registered and licensed home care, TRS providers and centers wanting to become TRS certified). (Note: Historically assessments of large centers have averaged 8-12 hours to complete, smaller centers and homes average six hours)

(4) Historically Underutilized Business

- a) A "Historically Underutilized Business" is an entity with its principal place of business in Texas, that is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman residing in Texas with a proportionate interest and active participation in the control, operations and management of entity's affairs.

Five bonus points will be awarded to responsive proposals submitted by a HUB certified by the Texas Comptroller of Public Accounts, or other bona fide certifying agency. HUBs must identify their certifying agency on the cover sheet, and attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that are expired or do not meet the criteria specified shall not be considered for the five points.

**ATTACHMENT C:
CERTIFICATES REGARDING LOBBYING, DEBARMENT, SUSPENSION AND 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 contractor states that:

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.

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.

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 contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

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;

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

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 to 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 contractor 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 work place and specifying the actions that will be taken against employees for violation of such prohibition.

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.

Providing each employee with a copy of the Contractor's policy statement.

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.

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.

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 into. Submission of this certification is a prerequisite for making or entering into this transaction.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**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 entering into this subcontract 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 subcontract for the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting 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 subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting 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.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT E:
CERTIFICATION REGARDING CONFLICT OF INTEREST**

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

- (1) No manager, employee or paid consultant of the Applicant is a member of the Board, or a manager of the Board;
- (2) No manager or paid consultant of the Applicant 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 Applicant;
- (4) No spouse of a member of the Board or employee of the Board is a manager or paid consultant of the Applicant;
- (5) No member of the Board, President, or employee of the Board receives compensation from Applicant for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Applicant has disclosed within the Proposal any interest, fact or circumstance that does or may present a potential conflict of interest;
- (7) Should applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest. Applicant 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.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

**ATTACHMENT F:
ASSURANCES AND CERTIFICATIONS**

Applicant 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 Proposals 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 Request for Proposals has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Proposals.

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

If the applicant is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant'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 Request for Proposals 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.

We understand and agree that the 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.

Applicant 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 that I 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 Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT G

CERTIFICATION OF NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The Board is an equal opportunity employer and complies fully with the laws regarding non-discrimination and equal opportunity.

As a condition to the award of financial assistance from the Department of Labor under Title 1 of WIOA, as defined in § [37.4](#), 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;
- Title VI 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;
- 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

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date