
REQUEST FOR QUOTE (RFQ)

ACADEMIC AND SKILLS ASSESSMENT SERVICES

Issue Date: June 2, 2020

Provide the information requested below:

- ◆ All information should be returned no later than Tuesday, June 16, 2020 by 3:00 PM.
- ◆ Questions to this RFQ will be accepted in writing only. You may submit questions no later than Tuesday, June 9, 2020 prior to 5:00 PM. Responses will be provided no later than Wednesday, June 10, 2020.
- ◆ Responses must be emailed to the Authorized Contact:
Cynthia Caruso, Contracting & Procurement Specialist
Email: ccaruso@wsalamo.org
Phone: (210) 272-3250

Workforce Solutions Alamo is a 501(c)(3) organization. We are accepting Quotes to provide Academic and Skills Assessment Services on an as-needed basis. WSA is a non-profit organization exempted from sales taxes.

Any subcontracting must be specified in the quote. All subcontracting is subject to applicable federal, state and local laws, rules, regulations and policies. If a bidder proposes to subcontract any of the services and activities to be provided, the bidder must indicate which services and activities will be subcontracted and the rationale behind using subcontractors instead of providing the services directly. The bidder must also describe how subcontractors were (or will be) procured and selected, their qualifications, as well as the basis for payments. Subcontractors are subject to the same requirements as the bidder under this bid request and resultant contract.

Scope of Work

WSA is seeking services that can support programs which assist our workforce community with applying basic and academic skills, critical thinking and interpersonal skills to job tasks. Services sought under this agreement will be to evaluate academic functioning levels, essential skills and/or interest to successfully complete training or job placement. The assessment service model should consider both cultural and language factors that would create a bias due to different gender, race, or ethnicity experiences and be compliant with the National Reporting System (NRS). NRS is the accountability system for the federally funded, state-administered adult

education program and is used to track Measurable Skills Gain (MSG) for the WIOS youth program.

WSA is looking for a cost-effective assessment solution to include the following:

- Paper and online based assessments (basic unit cost)
- Enhanced packaged assessment per unit (if available)
- Measuring basic skill and academic achievement in reading, listening, math, writing, and related areas
- Pre and Post tests
- Proctor training
- Technical assistance
- Customer remote access to assessments
- Reporting and analytics to track client progress
- Applicable fees/ licenses
- Other requirements for installation

Note: WSA may select one or more vendors for this solicitation. A vendor can bid on all (Academic Assessments, Development Skills, and Career Pathways) or parts of the RFQ.

Contractor Responsibilities

The individuals who perform Services on behalf of the Contractor are hereinafter referred to as "Contractor Personnel" and at all times meet the requirements set forth. The Contractor shall have adequate personnel available to perform services required by WSA.

The Contractor shall provide all labor, materials, miscellaneous parts, equipment, tools, transportation and methods of communication required to perform the work listed in this document. If required, the Contractor shall provide additional miscellaneous services necessary to meet requirements of the specified services throughout the term of the agreement.

The Contractor shall provide a primary point of contact to ensure continuity of services for WSA. The Contractor will be required to be available during normal business hours, 8:00 am to 5:00 pm, Monday through Friday.

Prior to assigning any individual to perform the Services, Contractor shall perform a criminal background check (in accordance with, and subject to any restrictions or limitations imposed by,

Texas law) that includes discovery of any conviction of a felony during the last seven (7) years and Contractor shall confirm that the individual's employment complies with relevant immigration law. Contractor shall not assign Contractor Personnel if that employee has in the last seven (7) years been convicted of a felony or does not meet the requirements under the immigration laws.

Date: _____

Company Name: _____

Company Address: _____

City, State, Zip: _____

Email: _____

Type of Service: _____

Name & Title of Officer/Authorized Representative: _____

Contact Person: _____

of Years in Business: _____

of Staff: _____

Insured? Yes _____ No _____ (General/Auto/Worker Comp)

Licensed: Yes _____ No _____ (Required- Attach a copy with quote)

Rates: (include a rate/pricing sheet)

Academic Testing: _____

Skills/Pre-Employment Testing: _____

References:

1. _____
2. _____
3. _____