



TO: Interested Parties
FROM: Adrian Lopez, CEO
DATE: March 26, 2021
SUBJECT: REQUEST FOR PROPOSAL (RFP) for Work Readiness Training -SUMMER EARN AND LEARN (SEAL) PROGRAM

Workforce Solutions Alamo (WSA) is soliciting applications from professional, qualified individuals, institutions, and organizations to provide specialized work readiness training to students with disabilities under the Summer Earn and Learn Program (SEAL). The Summer Earn and Learn (SEAL) Program establishes a mechanism by which pre-employment transition services (Pre-ETS) are provided to students with disabilities, as required under Title IV of the Workforce Innovation and Opportunity Act (WIOA), which modified the Rehabilitation Act of 1973 (Rehabilitation Act). SEAL is a statewide strategy that includes Work Readiness Training and Paid Work Experience for students with disabilities. WSA works in close collaboration with the Texas Workforce Commission's Vocational Rehabilitation (VR) Services in providing SEAL services to students with disabilities.

The application process is open so that potential applicants may submit an application from March 26, 2021 through **April 16, 2021 at 4:00 PM CST**. Applicants will need to provide specific information on the training topics to be delivered in the requested Program/Course Titles areas as specified in Attachment B.

Any applicant responding to this RFP must provide Work Readiness Training to ensure appropriate knowledge, skills and abilities regarding instructional techniques, and working with youth. Additionally, staff working directly with SEAL participants must have at least a high school diploma or GED, and a varied and successful work history. It is preferred but not required that these staff also have experience working with people with disabilities.

All inquiries should be directed to Contracting and Procurement at procurement@wsalamo.org. Mailed, hand delivered, or emailed electronic responses are acceptable. However, an original application with original signatures must be submitted to be considered under this RFP.

Workforce Solutions Alamo is an Equal Opportunity Employer/Program. Auxiliary aid and services are available upon request to individuals with disabilities. Historically Underutilized Businesses (HUB's) are encouraged to apply.

RFP link:

www.txsmartbuy.com/sp

www.workforcesolutionsalamo.org/about-us/procurement



100 N. Santa Rosa, Suite 120
San Antonio, Texas 78207
Voice (210) 272-3260

**Request for Proposal (RFP)
For
Work Readiness Training
Summer Earn and Learn (SEAL) Program**

OPEN PROCUREMENT

Release Date: March 26, 2021

Procurement is open and subject to the availability of funds.

RFP link:

www.txsmartbuy.com/sp
www.workforcesolutionsalamo.org/about-us/procurement

Workforce Solutions Alamo is an Equal Opportunity Employer/Program. Auxiliary aid and services are available upon request to individuals with disabilities.

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Attachment G – Certification Undocumented Worker

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PART 1.0 – GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Workforce Solutions Alamo (WSA) is seeking applications from professional, qualified individuals, institutions, and organizations to provide work readiness training for Summer Earn and Learn (SEAL) students aged 16-22 years of age.

Students participating in the Summer Earn and Learn (SEAL) Program must receive between six (6) to ten (10) hours of Work Readiness training. Work Readiness Training topics include:

- Workplace Basics (such as transportation, paycheck basics, and time keeping)
- Professional Conduct and Employer Expectations
- Communication and Teamwork
- Decision-Making and Problem-Solving

The Provider must specify the curriculum that will be used to deliver Work Readiness training.

The Provider must describe instructional approaches to be used that meet VR participant's educational and disability needs. All training materials must be available in a format that is appropriate to the VR participant's needs, including regular print, large print, braille, recorded audio and/or video files on flash memory, and must be provided in the VR participant's preferred language.

Work Readiness trainers are responsible for maintaining attendance records, curriculum, lesson plans, and documentation as proof required training topics were completed.

All curricula and attendance records must be available for review by VR staff upon request. VR staff can assist in making sure all materials and media used in the training are accessible to the VR participants who have accessibility needs.

The application process for this fiscal year will be open until 4:00 PM CST, Friday, April 16, 2021. Approved applicants will be engaged by WSA on an “as needed” basis for a period not to exceed 12 months beyond application acceptance/award, but not to exceed the end of May 31, 2022. WSA has the option to extend the contract for one (1) additional one-year period.

1.2 BACKGROUND

The Alamo Workforce Development, Inc., d/b/a Workforce Solutions Alamo (WSA) is incorporated as a private, non-profit organization in the State of Texas and maintains a federal tax exemption status as a 501(c) (3) organization. WSA is responsible for the implementation and oversight of workforce development services, including employment and training services throughout the AWDA. WSA is governed by a 25-member Board of Directors appointed by the Chief Elected Officials (CEOs) of the AWDA, which consists of the City of San Antonio and the 13 counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen and Wilson.

1.3 ELIGIBLE APPLICANTS

Contractor staff who will provide Work Readiness Training to ensure appropriate knowledge, skills and abilities regarding instructional techniques, working with youth, and methods for appropriately matching a

student with a disability to a work site. Staff working directly with SEAL participants must have at least a high school diploma or GED; and a varied and successful work history. It is preferred but not required that these staff also have experience working with people with disabilities.

Individuals or organizations possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with WSA may respond to this RFP. Eligible organizations include public entities, community-based organizations, faith-based organizations, non-profit organizations, private for-profit corporations, and other qualified providers. Minority, disadvantaged, veteran and/or women-owned businesses are encouraged to respond to this RFP.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible to respond to this RFP or receive a contract.

1.4 SERVICES SOLICITED

The activities will be held at facilities designated by the training provider, located within the Alamo Workforce Development Area (AWDA), and or offered online.

Description of Services – Services solicited include pre-employment work readiness training and preparation for the work experience placement.

Trainer Resume: Include current resume(s) for each of the proposed instructor(s).

Trainer Certification: If applicable, include a copy of the trainer certificate and/or Trainer Registry certification. If there are multiple trainers, please submit the appropriate certifications for each one of them.

References - Include three (3) distinct references from most recent customers, within the last five (5) years that have direct knowledge of your training qualifications and your ability to teach. References will be verified. Reference information should be provided in Attachment J.

Duration – The activities are 12 months.

Setting & Size – The activities may be offered in group or classroom style, as a workshop, or individually, and may be in-person or offered live virtual instructional lead. Individual participants will be referred for Work Readiness training.

Method of Payment – WSA will pay prospective provider for performance and completion of services delivered as accepted under a contract resulting from this request for application. Payment will be made on a **fixed price basis** within 30 business days of the date of receipt of a completed invoice and all supporting documentations.

List specific pricing based on the following criteria:

- In-Person Classes: Explain the cost per group (number of participants) and cost per individual;
- Live (virtual) Classes: Explain the cost per group (number of participants) and cost per individual;
- Identify if there is a minimum participant requirement for each case scenario (in-person/virtual);
- How will you document and maintain participant attendance (in-person/ virtual);
- Provide your travel time costs (Identify if service delivery area will affect cost).

PART 2.0—GOVERNING PROVISIONS AND LIMITATIONS

Failure to comply with any of the following provisions may cause an application to be disqualified and rejected from consideration.

1. Application, if accepted, will become the basis for the contract scope of work.
2. Applicants must submit a comprehensive application for all services solicited. Any application that is not comprehensive will be deemed non-responsive.
3. A response to this RFP does not commit WSA to a purchase agreement or contract, or to pay any costs incurred in the preparation of such a response.
4. The only purpose of this RFP is to ensure uniform information in the solicitation. This RFP is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit WSA to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WSA.
5. WSA reserves the right to accept or reject any or all applications received, to cancel or reissue this RFP in part, or its entirety.
6. WSA reserves the right to award a contract(s) for any services solicited in this RFP in any quantity WSA determines is in its best interests.
7. WSA reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.
8. SA reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
9. WSA reserves the right to waive any defect in this procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. WSA will provide notifications of any changes in this RFP to all Applicants recorded in the WSA official distribution log and receipts record as having requested or received a copy of this RFP.
10. WSA reserves the right to negotiate the Best and Final Offer terms of any and all contracts or agreements with selected Applicants 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 WSA.
11. WSA reserves the right to contact any individual, agency, employer or granting agencies listed in an application, contact others who may have experience and/or knowledge of the Applicant's relevant performance and/or qualifications; and to request additional information from any and all Applicants.
12. WSA reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by WSA from TWC or other funding sources or due to legislative changes.
13. Applicants shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, proposal evaluator, or agent of WSA or elected official for purposes of having an influencing effect on this procurement.
14. Applicants shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, proposal evaluator, or agent of WSA or elected official for purposes of having an influencing effect on this procurement.
15. No officer, board member, employee, proposal evaluator, or agent of WSA shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
16. Applicants shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause the application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
17. The contents of a successful application will become a contractual obligation if selected for the award of a contract. Failure of an Applicant to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful Applicant as a basis for release from proposed services at the stated price/cost. Any damages accruing to WSA as a result of a successful Applicant's failure to contract with WSA may be recovered from the Applicant.
18. A contract with a selected Applicant may be withheld, at the sole discretion of WSA, if issues of

contract or questions of non-compliance issues exist, until such issues are satisfactorily resolved. WSA may withdraw the award of a contract if the resolution is not satisfactory to WSA.

19. WSA is exempt by law from paying State Sales Tax and Federal Excise Tax.
20. Upon award of a contract, Applicant must provide proof of the following required insurance coverages: General Liability Insurance consisting of coverage for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate. If the Applicant does not have the required general liability insurance, WSA will assess the need for such insurance, on a case-by-case basis. Workers Compensation Insurance will be required for all employees that will be working under a contract with WSA. However, if the Applicant meets the definition of "Independent Contractor", as defined by the State of Texas, the Applicant must sign a waiver agreeing to this independent relationship. The waiver form can be provided upon request.

PART 3.0 - SUBMISSION INFORMATION

3.1 SUBMISSION OF APPLICATION

Applications shall be submitted in person or by mail to the following address:

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, Texas 78207
RE: RFP Employability Skills SEAL Program
ATTN: Procurement Dept

If submitting in person, you must coordinate drop off time with Procurement. Submit one original signed application to the address above and an electronic copy via e-mail to: procurement@wsalamo.org. The electronic copy must indicate all required signatures.

PART 4.0 – PROPOSAL RESPONSE REQUIREMENTS

4.1 RFP Schedule:

RFP Issue Date	Friday, March 26, 2021, 4:00 PM CST
Bidder's Conference	Not Applicable
Submission Address	Workforce Solutions Alamo 100 N. Santa Rosa, Suite 120 San Antonio, Texas 78207 RE: RFP Employability Services SEAL Program ATTN: Procurement procurement@wsalamo.org
Contract Start Date	ETA: May 1, 2021
Technical Assistance	Requests for technical assistance may be submitted by mail at the above address or by email until

** Dates are subject to change. Entities requesting a copy of the RFP will be notified in writing of any changes in the procurement schedule.*

Applications will become WSA's property and will not be returned. Applications shall include a cover letter, be signed, dated, complete and include the following attachments:

1. Attachment A – Response Form
2. Attachment B - Program/Course Title
3. Attachment C- Certification Regarding Lobbying, Debarment and Drug-Free Workplace

4. Attachment D - Certification of Non-Discrimination & Equal Opportunity
5. Attachment E - Certification Regarding Texas Corporate Franchise Tax
6. Attachment F - Certification Regarding State Assessment
7. Attachment G - Certification Undocumented Worker
8. Attachment H - Certification Regarding Conflict of Interest
9. Attachment I - Certification of Applicant
10. Attachment J - References
11. Attachment K - Resumes, Trainer Certification, if applicable, Certification of Historically Underutilized Business (HUB), if applicable.

PART 5.0 – PROPOSAL REVIEW AND SELECTION PROCESS

5.1 EVALUATION PROCESS

The evaluation process will consist of:

- A.** An initial review of responsiveness and compliance with the technical specifications and other criteria specified in the RFP by WSA staff.
- B.** Applications will be evaluated on specific criteria by reviewers.
- C.** Selection will be based on qualifications, experience, demonstrated ability, references, and cost.
- D.** All Applicants will receive notification of application approval. An Applicant who wishes to protest the decision will be required to notify WSA, in writing, within fifteen (15) business days from the date of the notification letter. The complainant letter must specify the nature of the protest and any desired remedies of action. WSA reserves the right to determine whether the protest is valid and merits further consideration.

5.2 EVALUATION CRITERIA

Applicants must achieve an overall score of at least 70 points to be considered for the award of a contract. The evaluation of applications shall be based upon the following criteria:

- | | |
|--|------------------|
| A. Qualifications | 30 points |
| Applications will be evaluated to measure the Applicant's educational and training credentials. | |
| B. Experience | 25 points |
| Applications will be evaluated to determine the experience the applicant has providing training for individuals covering Work Readiness Training. | |
| C. Demonstrated Ability/References | 20 points |
| Applications will be evaluated to determine the Applicant's past ability to deliver similar services and the success rate attained in the services delivered. provide documentation of the success (# of individuals that successfully completed training/# of individuals enrolled in the training). References will be verified. | |
| D. Cost/Price Information | 25 points |
| Applications will be evaluated to determine whether the cost of the services are reasonable and within market rate. | |
| E. Historically Underutilized Business / Bonus | 5 bonus |
| Applications that document HUB status will be awarded five bonus points. HUBs must attach a copy of the notice of certification to be eligible for points awarded under this section. | |

TOTAL POSSIBLE POINTS

105 points

5.3 PROCUREMENT DISPUTE RESOLUTION

DEFINITIONS

1. Adverse Action – Any denial or reduction in benefits or services to a party, including displacement from current employment by a workforce center customer.
2. Appeal – A written request for a review filed with the Board by a person in response to a determination or a decision.
3. Board Decision – The written finding issued by a Board Hearing Officer following a hearing before that Hearing Office in response to an appeal or complaint.
4. Complaint – A written statement alleging a violation of any law, regulation or rule relating to any federal or state-funded workforce service.
5. Determination – A written statement issued a workforce center customer by the Board or its contractor(s) relating to an adverse action, or to a provider or contractor relating to denial or termination of eligibility under programs administered by the Board list in §823.1(b).
6. Hearing Officer – An impartial individual designated by the Board to conduct hearings and issue administrative decisions.
7. Informal Resolution – Any procedure that results in an agreed final settlement between all parties to a complaint or an appeal, in lieu of a formal Board hearing.
8. Party – A person who files a complaint or who appeals a determination or the entity against which the complaint is filed or that issued the determination.

WSA is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority as may have proper jurisdiction.

All bidders will be notified in writing of the results of the procurement process within ten (10) working days of the decision of the Board. WSA has established the following process for handling appeals of any procurement decisions:

Step 1 – Written Notice of Appeal: Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to WSA within ten (10) business days from date of the announcement of the grant award. This written notice must clearly state that it is an appeal and identify (1) the solicitation decision being appealed; (2) the specific grounds of the appeal, including a description of any alleged acts or omissions by WSA that forms the basis for the appeal; (3) any written information the appealing party believes relevant to the grant award; (4) the basis for the appealing party interest in the grant award; and (5) the name, address, phone and fax number (if available) of the appealing party(ies). The Notice of Appeal must be addressed to and as follows:

Workforce Solutions Alamo
100 N. Santa Rosa, Suite 120
San Antonio, Texas 78207
Dated Material Enclosed

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, the Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or

following instructions.

Step 2 – Informal Hearing: An Informal Hearing will be held at the offices of WSA within fifteen (15) working days of the receipt of the Notice of Appeal. The Chief Executive Officer of WSA shall act as the Hearing Officer and will meet with the appealing party to discuss their concerns and the specific grounds of the appeal. Materials provided in the Informal Hearing will include a blank copy of the evaluation instrument used by the independent evaluators, a spreadsheet of the scoring results and/or rankings provided to the Board, and the scoring results and/or ranking of the appellant's bid.

The Hearing Officer may recommend to the WSA Board of Directors any appropriate actions allowable under applicable rules and regulations and consistent with agency policies to resolve issues raised at the Informal Hearing. If the appealing party agrees, the appeal may be ended at this point.

Step 3 – Request for a Formal Hearing: If the appealing party is not satisfied with the results of the Informal Hearing, they must inform the Hearing Officer, in writing, no later than three (3) working days from the date of the Informal Hearing of intent to proceed with the appeal. Request for Formal Appeal must state the specific grounds for the appeal and the remedy(ies) requested. Within ten (10) working days of the receipt of this written request, the Hearing Officer will respond, in writing, to inform the appealing party of the time, date and place of Step 4, the Formal Hearing.

Step 4 – Formal Hearing: The Formal Hearing shall be conducted within thirty (30) days of the date of the Request for Formal Hearing, or sooner if possible. An independent hearing officer selected by WSA will conduct the Formal Hearing of the appeal. The Hearing Officer will deal only with those issues identified in the Request for Formal Hearing. The Hearing Officer will consider the facts presented as the grounds for the appeal and remedies requested. The Hearing Officer may request additional information from WSA staff or the appealing party. After full review, the Hearing Officer will issue his/her decision not later than fifteen (15) days after the Formal Hearing.

Should the Hearing Officer's determination result in a different outcome for the bidder, such recommendation shall be presented to the Board for consideration and possible action at its next scheduled meeting. The Board is NOT obligated to accept the Hearing Officer's determination and/or recommendations. The Board's decision shall be the final decision and end the appeals process at the local level.

If the Hearing Officer's determination does not result in a different outcome to the appellant, such information need not be presented to the Board and the appellant shall be informed in writing of the determination of the Hearing Officer. In such cases, the Hearing Officer's decision shall be the final decision and end the appeals process at the local level.

mission. The Texas Workforce Commission's Integrated Complaints, Hearings and Appeals process outlined in 40 TAC §§823, et.seq., and the TWC's Financial Manual for Grants and Contracts provide for limited appeals of any local decisions. The Commission will not accept a protest or appeal until all administrative remedies at the local level have been exhausted. Commission appeal review is limited to:

- Violations of federal law and regulations
- Violations of the Board's protest/dispute procedures or failure to review a protest or dispute

In all instances, information regarding a protest/dispute will be disclosed to the Texas Workforce Commission. Violations of State or local laws shall be under the jurisdiction of State or local authorities.

Request for Debriefing: A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful bidder not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process,

including proposal evaluation process, and help unsuccessful bidders understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

WSA will acknowledge receipt of the request for debriefing in writing within ten (10) working days of receipt, along with the time, date and place of the scheduled debriefing. The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

ATTACHMENT A RESPONSE FORM

SUBMIT TO: Workforce Solutions Alamo Purchasing 100 N Sanaa Rosa San Antonio, TX 78207		<h1>REQUEST FOR PROPOSAL (RFP)</h1>	
Title:		RFP for Work Readiness Training -SUMMER EARN AND LEARN (SEAL) PROGRAM	
Number:		Closing Date & Time: April 16, 2021 4 PM CST	
NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL		TAXPAYER IDENTIFICATION NUMBER	
MAILING ADDRESS		NO RESPONSE: If not submitting a response, state reason below and return one copy of this form	
CITY, STATE ZIP			
PHONE		EMAIL	
FAX		WEB ADDRESS	
TOTAL RESPONSE AMOUNT		DELIVERY: Calendar days after receipt of Purchase Order: _____ days (ARO)	
RESPONSES ARE FIRM FOR ACCEPTANCE FOR 120 DAYS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OTHER		PAYMENT TERMS _____ % / Net _____	
I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to all conditions of this response and certify that I am authorized to sign this response for the responder. In submitting a response to WSA, the responder offers and agrees that if the response is accepted, the responder will convey, sell, assign or transfer to WSA all rights, titles and interest in and to all causes to action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of TX for price fixing relating to the particular commodities or services purchased or acquired by WSA. At WSA's discretion, such assignment shall be made and become effective at the time WSA tenders final payment to the responder.			
AUTHORIZED SIGNATURE		DATE	
		PRINTED NAME/TITLE	
Please initial by all that apply. I acknowledge receipt of the following addendum. Addendum #1 _____ Addendum #2 _____ Addendum #3 _____ Addendum #4 _____			

Please Note:

- This page must be completed and returned with your response
- Responses must be submitted in a sealed envelope, marked with response number.

Responses received after the above closing date and time will not be accepted.

ATTACHMENT B

PROGRAM/COURSE TITLE

[illegible]

ATTACHMENT C
CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE 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 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), 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, Workforce Solutions Alamo 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 Implementation of the Non-Discrimination & Equal Opportunity
Provisions and the Workforce Innovation and Opportunity Act (WIOA)

As a condition to the award of financial assistance from the Department of Labor (DOL) under Title I of the Workforce Innovation and Opportunity Act (WIOA), the bidder assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 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 bases 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.

The bidder also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the bidder'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 bidder understands that the United States has the right to seek judicial enforcement of this assurance.

Applicant's signature below indicates organization is agreeing to comply fully with the assurance and certifications as part of its responsibilities as a successful contractor.

Signature of Authorized Representative

Date

Name and Title of Authorized Representative

ATTACHMENT E
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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 corporation making this contract is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned certifies that the following statement is true and correct and that the undersigned understands making a false statement will prevent Workforce Solutions Alamo from contracting with the proposing organization.

Indicate the certification that applies to your corporation by checking the appropriate box:

- ☐ 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 taxes to the State of Texas for the following reason(s):

- ☐ Not applicable. Applicant is not a corporation.

Signature of Authorized Representative

Name of Applicant's Organization

Name and Title of Authorized Representative

Date

ATTACHMENT F
STATE ASSESSMENT CERTIFICATION

Applicant must certify that they are current in all Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas. Applicants must also certify that they have not outstanding Unemployment Insurance overpayment balances due to the State of Texas.

The undersigned authorized representative of the Applicant certifies that the following statements are true and correct and that the undersigned understands that making a false statement will prevent Workforce Solutions Alamo from contracting with the organization.

The corporation certifies, by checking the boxes below, that:

- ☐ It 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.
- ☐ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Signature of Authorized Representative

Name of Applicant's Organization

Name and Title of Authorized Representative

Date

ATTACHMENT G
UNDOCUMENTED WORKER CERTIFICATION

Effective September 1, 2007, HB 1196 amended Subtitle F, Title 10, of the Texas Government Code to add Subsection 2264. Chapter 2264 directs public agencies, state or local taxing jurisdictions, and economic development corporations (public entities) to require that any business submitting an application to receive public subsidies include in the application a statement certifying that the business, or branch, division or department of the business does not and will not knowingly employ an undocumented worker.

In the event that a business grantee is found in violation of 8U.S.C. subsection 1324a(f), consistent with the requirements of Texas Government Code subsection 2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney's fees.

Penalties incurred by business grantees shall be assessed damages at a rate of 20% of contract award. Said damages shall be made payable to Workforce Solutions Alamo within 120 days of receiving the notice of violation.

DEFINITION OF TERMS

Public Subsidy – is broadly defined Texas Government Code §2264.001 (3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

Undocumented Worker – is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States. CERTIFICATION Contractor certifies that no undocumented workers will be employed during the execution of this contract. By the signature indicated below, the contractor verifies their understanding of the terms and conditions of this requirement.

CERTIFICATION

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date:

ATTACHMENT H
CERTIFICATE REGARDING CONFLICT OF INTEREST

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

- 1) No manager, employee or paid consultant of the Applicant is a member of the Policy Board, the Executive Director, or an employee of Workforce Solutions Alamo (WSA);
- 2) No manager or paid consultant of the Applicant is married to a member of the Policy Board, the Executive Director, or an employee of WSA;
- 3) No member of the Policy Board, the Executive Director or an employee of WSA owns or controls more than a 10 percent share in the Applicant's organization;
- 4) No spouse of a member of the Policy Board, Executive Director, or employee of WSA receives compensation from Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- 5) Applicant has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- 6) 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 relations to any contract with WSA and shall immediately refund to WSA any fees or expenses that may have been paid under the contract and shall further be liable for any others costs incurred or damages sustained by WSA relating to that contract.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date:

**ATTACHMENT I
CERTIFICATION OF APPLICANT**

I hereby certify that the information contained in this application and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee of Workforce Solutions Alamo (WSA), director or agent has assisted in the preparation of this application. I acknowledge that I have read and understand the requirements and provisions of the RFA and that this organization will comply with WSA policies and other applicable local, state, and federal regulations and directives governing this procurement process.

I, _____, certify that I am the _____
(Typed Name) (Title)

of the corporation, committee, commission, association, or public agency named as Applicant herein and that I am authorized to sign this proposal and submit it to WSA on behalf of said organization by authority of its governing body or owners. I authorize the board to verify references and stated performance data and to conduct other background checks, as it deems necessary.

ATTEST:

(Applicant's Signature)

(Collateral Signature)

(Typed Name)

(Typed Name)

(Typed Title)

(Typed Title)

(Date)

(Date)

**ATTACHMENT J
REFERENCES FORM**

DEMONSTRATED ABILITY/REFERENCES – Maximum Points: 15

Failure to provide and include the following information with your response by the submission date may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by Workforce Solutions Alamo will result in a score of zero.

REFERENCE #1:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (To/From) Dates	

REFERENCE #2:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (To/From) Dates	

REFERENCE #3:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (To/From) Dates	

ATTACHMENT K
RESUMES AND OTHER RESPONSE INFORMATION

Resume(s)

Trainer Certification(s)
(if applicable)

Historically Underutilized Business
(if applicable)