

**GOLDEN CRESCENT
WORKFORCE DEVELOPMENT BOARD**

REQUEST FOR APPLICATIONS PACKAGE

**Ancillary Customer Services
for
Workforce Solutions
Golden Crescent**



Issue Date: March 6, 2015

**Response Deadline:
5:00 p.m. CST March 20, 2015**

Evaluation of Applications: March 23-25, 2015

Contract Negotiations: March 26-27, 2015

Contract Start Date: April 1, 2015

INTRODUCTION

The Golden Crescent Workforce Development Board (Board) is seeking Providers of ancillary services, i.e. **workshops, seminars, motivational activities, and continuing education classes for job seekers, currently employed workers, dislocated workers, youth, employers and Board/Center staff.** Locations for workshops will be the responsibility of the Workforce Solutions Golden Crescent (Center). Customer workshops may be held at the Center or other designated facilities in Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca and Victoria Counties.

WHO CAN APPLY?

Bidders may be individuals, governmental units, public or private nonprofit entities, or private for-profit businesses.

All service providers will be required to authorize a criminal background check through the Texas Department of Public Safety to ensure the safety of our customers, staff, and facilities.

CONTACT PERSON

The Board is not responsible for the accuracy of information obtained from sources other than the authorized contact person for this procurement. Communication with any Board staff person or board member, other than the contact person for this procurement in reference to this Request for Applications (RFAs) **is prohibited** unless prior written approval is obtained from the contact person, **Henry Guajardo**. Failure to follow this provision may be grounds for disqualification of the application, at the sole discretion of the Board.

Please direct all questions regarding this procurement no later than **3/16/2015** to:

henryguajardo@gcworkforce.org

All Questions and the Board's corresponding response will be posted on the Board's website www.gcworkforce.org on **3/18/2015**

RESPONSE DEADLINE

One (1) complete original plus three (3) unbound copies must be submitted to the Board no later than **5:00 p.m. CST on or before March 20, 2015**, Bids may be mailed or hand delivered to:

**Workforce Solutions Golden Crescent
120 South Main Street, Suite 501
Victoria, TX 77901
ATTN: Request for Applications**

The Board determines the official time. A receipt will be prepared upon request at the time of submission of the application. No protests of timely submissions will be heard without such receipt. Faxes and e-mail delivery are not acceptable.

Any proprietary information should be clearly marked as confidential.

APPLICATION EVALUATION

Applications will be evaluated on completeness of each response, clarity of the response, demonstration of knowledge, experience, personnel qualifications, and established training procedures. Failure to provide the required documentation may result in the application being considered “non-responsive” and result in disqualification. All scores of at least 70 points will be considered for award.

The initial contract period will be **April 1, 2015 – August 31, 2015**. Contracts may be renewed for up to four additional years, subject to need, evaluation of performance, and contract negotiations.

SERVICES TO BE PROVIDED

When vendor workshops are appropriate, outside presenters/facilitators may be used for topics such as:

- **Work-Readiness Skills (Resume Writing, Interviewing Techniques, Networking, Soft Skills, Social Media as a Job Search tool, etc.)**
- **Choosing a New Career**
- **Starting Your Own Business**
- **Emergency Crisis Counseling**
- **Stress/Change Management**
- **Personal Financial Management**
- **Time Management**
- **Motivational Workshops**
- ***Surviving a Layoff**

*** Curriculum for ‘Surviving a Layoff’ workshops will be provided by the Board**

Workforce center staff are responsible for supporting and complimenting workshop vendors by supplementing information on:

- Labor Market Information/Labor Exchange (WorkInTexas)
- Financial Aid
- Assessment tools

PAYMENT FOR SERVICES PROVIDED

For customer workshops, a **fixed rate price quote** should be offered. The cost of travel will be paid in accordance with State Rate and State Mileage Guide.

CUSTOMER WORKSHOPS PROCEDURE

- No less than 48 hours prior to customer workshops, Providers will be given a list of customer names, address, phone number, along with any special requirements for the session.
- Center staff will be responsible to schedule a meeting room for all workshops.
- Center staff will initially notify customers of workshops; however, Providers will be responsible to remind and motivate customers to attend the workshop(s).
- Providers must maintain accurate time and attendance reports for all workshops.
- Customer satisfaction surveys will be completed by the attendees. Provider effectiveness will be determined by a customer satisfaction rating of 70% and above.
- WSGC Certificates of Attendance/Completion must be awarded for all workshops, seminars and continuing education classes successfully completed.

CANCELLATION POLICY

No cancellation fee will be paid for workshops that have been cancelled by Board/Center staff with notice given to vendor in person, by email or by phone at least 20 hours prior to scheduled time of class. A maximum fee of \$65 will be paid if a cancellation notice is not given at least 20 hours prior to scheduled time. No fee will be paid if an "Act of God" prevents the workshop from taking place.

GRIEVANCES AND APPEALS

Applications not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed with the Board Executive Director within ten (10) calendar days of the date notification letter is postmarked. Appeals shall be in writing, addressed to the Board Executive Director and shall indicate the action appealed the violation which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing Board procedures.

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

CONFLICT OF INTEREST

The Board considers conflict of interest a serious matter. Bidders may not hire Board members, management, or support staff that was involved in the evaluation and/or selection process under this application in order to provide services under this application for at least one year from entering into a contract.

Bidders 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 or having the effect of influencing favorable disposition toward their own application or any other application submitted hereunder.

Bidders shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a bidder's response to be rejected. This does not preclude joint ventures or subcontracts.

DISCLAIMERS

A response to this RFA does not commit the Board to purchase any agreement, or contract, or to pay neither any costs incurred in the preparation of such response, nor any cost incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the Board.

The Board reserves the right to accept or reject any or all applications received, to cancel this RFA in part or in its entirety, or to reissue this RFA at its discretion. The Board reserves the right to withdraw, or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not received from TWC or other grantor agencies.

The Board reserves the right to hold and accept any application for a period of sixty (60) days after the response deadline.

The Board reserves the right to negotiate the terms of any and all agreements with bidders selected and such agreements negotiated as a result of this RFA may be renegotiated and/or amended in order to successfully meet the needs of the Board's service area at any time during the contract period.

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

The Board reserves the right to contact any individual, agencies, or employers listed in a resume or application, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and to request additional information from any and all bidders. Bidders' applications may be subject to a second round of evaluation based upon the discovery of new information acquired through this process.

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

A contract with the selected Provider will require personnel Criminal Background Checks and Provider is restricted from utilizing former Board Staff or Contractor employees that were terminated for cause or deemed as not re-hirable. The Contract may be withheld at the Board's sole discretion if issues of contract or compliance, or questioned/disallowed costs, exist until such issues are satisfactorily resolved. Board may withdraw award of a contract if resolution is not satisfactory to Board.

This is a negotiated procurement utilizing the Request for Application method and as such, award does not have to be made to the Bidder submitting the lowest price application, but rather the Bidder(s) submitting the most responsive application(s) and demonstrated performance satisfying the Board's requirements.

**GOLDEN CRESCENT WORKFORCE DEVELOPMENT BOARD
REQUEST FOR APPLICATIONS
Ancillary Customer Services**

PROPOSAL COVER SHEET

Contact Person	
Organization Name	
Mailing Address	
Telephone #	Fax #
Email Address	Federal ID

Check if applicable:

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| <input type="checkbox"/> Minority/Female Business Owner
<input type="checkbox"/> Local Educational Agency
<input type="checkbox"/> Community-Based Organization
<input type="checkbox"/> Not-for-Profit Organization
<input type="checkbox"/> Other _____ | <input type="checkbox"/> HUB (attach Certificate)
<input type="checkbox"/> Local Organized Labor Agency
<input type="checkbox"/> Faith-Based Organization
<input type="checkbox"/> For-Profit Business/Organization |
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I hereby certify that the information furnished in this proposal is true and factual to the best of my knowledge. I have not engaged in any activities considered to be a conflict of interest as described on page 5 of this RFA.

Authorized Signature

Date

Title

WORKSHOP PROPOSAL

Please answer the following questions:

1. List your qualifications specific to this procurement and/or attach a resume.
2. Provide a list of all trainers that will provide direct customer services for your organization and their qualifications and/or resumes.
3. Describe your approach to serving those who have multiple barriers to employment, are long-term welfare recipients, long-term unemployed, older workers, youth, or are discouraged workers/job seekers. How will you motivate them to attend workshops and to aggressively seek, obtain and retain employment?
4. Discuss training methodology, use of visual aids, handouts, social media, etc.
5. Explain if you feel you have a valid exception to the cancellation policy. What cancellation policy would better suit you?
6. Please complete the attached tables. Place an "NA" to indicate workshops you do not propose to provide. If needed, you may insert footnotes for special explanations on proposed workshops.

WORKFORCE CENTER CUSTOMER TRAINING

WORKSHOP NAME	HOURS OF TRAINING	MAXIMUM CLASS SIZE	NUMBER OF TRAINERS	COST PER WORKSHOP
Motivation Session	1			
Work-Readiness Workshop	16			
Surviving a Layoff Workshop (Board Curriculum)	16			
Mini-Workshops (Stress Management, etc.)	4			
Training Facilitator				
Entrepreneurship Training				
Workshop development fee*	If Required			

*Workshop curriculum developed and materials will become property of Workforce Solutions Golden Crescent

OTHER TRAINING OFFERED

WORKSHOP NAME	HOURS OF TRAINING	MAXIMUM CLASS SIZE	NUMBER OF TRAINERS	COST PER WORKSHOP

SCORING SUMMARY SHEET

Proposer _____

Scorer's Name _____

Date Scored _____

SUMMARY OF SCORES:

Personnel/Past Experience	50 points	_____
Experience in providing proposed services	30 pts.	
Project personnel qualifications	20 pts.	

Curriculum Presentation	20 points	_____
Methodology (visual aids, handouts)	10 pts.	
Curriculum work plans	10 pts.	

Workshop Table Completed	10 points	_____
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Cost Reasonableness	20 points	_____
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Bonus	5 points	_____
HUB (attach certificate)	5 pts.	

Total Score		_____
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