



**REQUEST FOR QUOTES
FOR
Virtual Reality Career Exploration Training**

Release Date: Thursday, July 3, 2024

Issuance of RFQ	July 3, 2024
Bidders Question Submittal Period and Deadline	July 12-17, 2024
Proposal Due Date	July 24, 2024, by 5 p.m.
Evaluation Period	July 24-31, 2024
Contract Established	August 15, 2024

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

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REQUEST FOR QUOTES
Virtual Reality Career Exploration Training

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Section 1: Background Information

The Golden Crescent Workforce Development Board (Board/GCWDB) is a volunteer Board made up of approximately 27 members representing various employment sectors in a seven-county area. The Board manages approximately \$13M in workforce development programs, which are administered through Workforce Centers performing workforce development activities for area businesses and residents. The primary responsibility of the Board is to provide policy, program guidance, and evaluation of workforce development programs and services that affect area employers, residents and job seekers.

The seven-county area served by Workforce Solutions Golden Crescent includes: Calhoun, Jackson, Lavaca, Gonzales, Dewitt, Goliad and Victoria counties.

Historically Underutilized Business (HUBs)

It is the policy of the Golden Crescent Workforce Development Board (GCWDB) to continue promoting and expanding economic development for minority-owned and women-owned businesses are considered in the procurement process, whenever possible. HUBs must indicate their certification number to be eligible for points awarded under this category.

A HUB is defined by the State of Texas General Services Commission (TGSC) as “a corporation, sole proprietorship, partnership, or joint venture formed for the purpose of making a profit in which at least fifty-one percent of all classes of the shares of stock or other equitable securities are owned by one or more persons who are socially disadvantaged because of their identification as members of the following groups who have suffered the effects of discriminatory practices or similar insidious circumstances over which they have no control: Black America, Asian Pacific American, Hispanic American, American Indian, and Woman.”

Section 2: Purpose and Services Solicited

GCWDB is soliciting quotes from qualified vendors that can provide virtual reality innovative career exploration options and services for our customers. The services must be reasonably priced and provide career-oriented virtual reality experiences (apps/modules) that offer effective and innovative career exploration services to our customers. The VR for career exploration should be portable and easily transported to schools, partner agencies, job fairs, etc. to expand the services available through Workforce Boards beyond Career Centers. VR should provide an effective complement to traditional sources.

Section 3: Legislative Authority and WIOA

The Board receives grant funds from Federal, State or local sources. Board grants funding may be received from the U.S. Department of Labor’s Employment & Training Administration (US DOL/ETA), U.S. Department of Health and Human Services (HHS), and U.S. Department of Agriculture (USDA). Additional funding may be received from National Dislocated Worker Grants (DWGs) and local funding for special projects. Authority for the issuance of this RFQ is governed by federal and state funds made available to and administered by the Board.

Section 4: Eligible Vendors

Entities possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with GCWDB and who are not debarred and/or suspended from conducting business with state and federal-funded agencies are invited to respond.

Historically Underutilized Businesses (HUB) are encouraged to apply (see Criteria points for HUBs. In addition, violation of the following provisions may cause an application to be rejected:

- a) Bidders shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to an employee, or agent of GCWDB to influence their selection.
- b) No employee or agent of GCWDB shall participate in the selection or administration of a contract if a conflict of interest, or potential conflict, is involved.
- c) Bidders shall not engage in any activity that restricts or eliminates competition.
- d) The contents of a successful bid may become a contractual obligation. 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 successful offeror as a basis for release of proposed services at stated price/cost.

Section 5: Procurement Method

GCWDB staff have determined the purchase of the Virtual Reality Career Exploration Technology can be made using criteria established in a Request for Quote (RFQ) method where the award does not have to be given to the lowest priced proposal, but rather to the offeror having the most responsive quote satisfying the procurement criteria and offering the best value to GCWDB and its funding source.

Section 6: Selection Criteria

GCWDB intends to contract with one vendor as a result of this RFQ. The selection will be based on the following criteria and scores:

SELECTION CRITERIA	POINTS (Total 100)
(1)Number and Variety of Course/Module Topics and Industry Sectors	50
(2)Virtual Reality Equipment	25
(3)Pricing/Cost Reasonableness	25
(4) HUB	5
Total	105

(1) Number and Variety of Course/Module Topics and Industry Sectors – 50 Points

Number and process for available license and customer logins. Number and variety of individual occupational simulation topics and industry sectors. Proposed Administrative Reporting and process.

(2) Virtual Reality Equipment – 25 Points

Type of Virtual Reality equipment proposed. Technical and Training support for the equipment and virtual reality modules delivery. Equipment Maintenance, if applicable.

(3) Cost – 25 Points

All proposed cost inclusive of all related technology, license and equipment needed to provide procured Virtual Reality Career Exploration services. Cost for a one-year period should be submitted and reflect pricing tiers/options for 10, 15, and 25 units/headsets for unlimited or concurrent users. Alternative pricing tiers may be proposed not to exceed 25 units/headsets for unlimited or concurrent users. Per-user pricing models may also be proposed. Evaluation of total cost will include the cost of Virtual Reality headsets needed to provide services, whether the cost is included as part of the bidder’s proposal or to be incurred by GCWDB.

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

Points for this criterion will only awarded to the proposing contractor. Proposer must attach a current signed certification to receive points. Pending certifications will not be accepted.

Section 7: Targeted Areas for Procurement

This procurement will provide Virtual Reality Career Exploration services for the **Golden Crescent Region**.

Section 8: Payment Terms

The purchases as a result of this RFQ will be a fee for the number of purchased VR slots based on the increment selected cost in the submitted bid. Cost for the duration of the use of the VR slots should be based on one-year increments.

Payment for contracted services will be reimbursed by submitting an invoice with proper documentation to the GCWDB administrative fiscal department for payment. The invoice will be paid within 30 days of receipt of complete and accurate information.

Section 9: Service Contract Term Period

Subject to the availability of funding, the initial purchase will begin August 15, 2024.

Section 10: General Conditions

- a) The award of any contract based on proposals received in response to this request is contingent upon GCWDB receiving adequate funds for the purpose from the funding source(s). GCWDB reserves the right to withdraw, or reduce the amount of a contract, or to cancel any contract resulting from this procurement if adequate funding is not received from the funding source(s).
- b) The intent of this RFQ is to identify various prospective contract alternatives and obtain estimates of costs of services being solicited. GCWDB is under no legal requirements to execute a contract on the basis of any proposal received.
- c) Solicitation and selection of proposals must conform to relevant State and Federal laws and regulations and local (funding source) policies governing the use of applicable funds.
- d) GCWDB reserves the right to request additional information and/or negotiate issues prior to making a selection.
- e) GCWDB will negotiate a contract for services from proposals received for funding. GCWDB reserves the right to require specific modifications to proposals accepted for funding before agreeing to contract, including the increase or decrease in specific line items of cost or other modifications, to bring the proposal into compliance with all applicable laws, rules and regulation(s), requirements of this Request, and/or GCWDB and the funding source(s) policies and procedures.
- f) The contents of a successful proposal may become a contractual obligation, if selected for award of a contract. Failure of the vendor to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful vendor(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to GCWDB as a result of the vendor's failure to contract may be recovered from the vendor.
- g) GCWDB reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary, accept or reject any or all proposals received; to cancel this Request in part, or in its entirety; or to reissue the RFQ.

- h) GCWDB specifically reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where such variance is deemed to be in the best interest of GCWDB or the funding source(s).
- i) Any costs incurred by the Vendor prior to the commencement date of a contract will not be paid unless a pre-contract agreement signed by both parties has been established.
- j) All proposals and any attachments, appendices, or other information submitted as a part of a proposal become the property of GCWDB upon submission and are subject to the Public Information Act. Proprietary information, trade secrets or other confidential information, submitted as part of a proposal, shall be clearly marked on each page it appears.
- k) GCWDB reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who have experience and/or knowledge of the vendor's relevant performance and/or qualification, and to request additional information from any and all vendors. Misrepresentation of the vendor's ability to perform as stated in the proposal may result in cancellation of a contract resulting from this procurement.
- l) Vendors may not under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of GCWDB, or to any consultant, employee or member of any Workforce Development/Investment Board with which GCWDB has a contract for the purpose of having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- m) No award shall be made until the vendor has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the Vendor, nor any of its principals, officers or directors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- n) Awards resulting from review and evaluation of proposals will be contingent upon satisfactory negotiation of a contract, and upon successful completion of any required pre-award survey.
- o) A contract with the selected vendor may be withheld, at GCWDB's sole discretion, if the vendor currently has outstanding issues of questioned/disallowed costs or non-compliance with relevant statutes, regulations, or contracts, until such issues are satisfactorily resolved. Contract awards may be withdrawn by GCWDB if resolution of these issues is not satisfactory to GCWDB or the funding source(s).
- p) The selected vendor shall not assign or transfer any interest in the contract in whole or in part without prior approval from GCWDB.
- q) GCWDB reserves the right to increase or decrease the quantities or magnitude of the services requested at the time of award and/or throughout the term of this contract including the addition of any future contracts.

Section 11: Administrative Requirements

Following are general administrative requirements that apply to all GCWDB contractors.

Nature of Agreement. GCWDB contractors secured from this Request are considered to be independent contractors as defined in the Governor's Uniform Grant and Contract Management Standards (UGCMS) and in the Texas Workforce Commission's Financial Manual for Grants and Contracts. GCWDB may refer to the agreement between itself and the contractor/vendor as a contract; although it will be understood all federal or state requirements applicable to contractors/vendors will apply to GCWDB contractors.

General Rule. GCWDB contractors must comply with cost principles and administrative requirements set out in the federal Uniform Guidance Regulation (Super Circular) 2 CFR Part 200, 2 CFR Part 225, 2

CFR Part 230, and 48 CFR Chapter 1, Part 31, as supplemented by the final rules promulgated by the Texas Office of the Governor under the Uniform Grants and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts.

Section 12: Vendor Debriefing

Golden Crescent Workforce Development Board is the responsible and only authority for handling protests regarding the procurement and bid selection process. The purpose of a Debriefing is to promote the exchange of information between a vendor and GCWDB staff pertaining to the proposal process and the bid evaluation system. The goal of a Debriefing is to assist a vendor in improving the quality of future bids. GCWDB will not host a Debriefing with a vendor who has engaged in the Hearing process described below.

A Debriefing shall include an informal exchange of information pertaining to GCWDB proposal process and bid evaluation system and shall serve as an educational function for vendors. During a Debriefing the vendor will receive information on the evaluation process. GCWDB reserves the right to limit the amount of time allocated for a Debriefing.

Step 1: Vendors who desire a Debriefing must submit a written request within ten (10) calendar days of receipt of GCWDB notification of the procurement decision. GCWDB shall acknowledge receipt of the request for a Debriefing in writing within five (5) working days of receipt, along with the date and time of the scheduled Debriefing.

The Request for a Debriefing must be sent by registered mail or hand delivered (receipt will be issued), clearly identified externally as "Dated Material" and addressed to:

Henry Guajardo
Golden Crescent Workforce Development Board
dba Workforce Solutions Golden Crescent
PO Box 1936, 120 South Main Street #501
Victoria, Texas 77901

Telefax, facsimile and e-mail requests for a Debriefing will NOT be accepted.

Step 2: The Debriefing shall be scheduled at a convenient location no later than ten (10) working days from the date the written request is received by GCWDB.

Step 3: GCWDB and the evaluators of the specific bid proposal shall meet with the vendor and shall review: 1) the proposal and bid evaluation process; and 2) how the appealing party's proposal/bid was scored and ranked; suggestions on how to improve future bids (if applicable).

Section 13: Appeal/Hearing Request

An Appeal occurs when an unsuccessful vendor believes that they were treated unfairly in the bid proposal and award process and that they, rather than the organization(s) selected for the award, deserve the procurement contract. GCWDB will not grant a Hearing to a vendor who has engaged in the Debriefing process described above.

Step 1: If a vendor wishes to appeal the decision of GCWDB regarding their bid proposal, the complainant vendor must submit to the Executive Director, a written Request for a Hearing within ten (10) calendar days of receipt of GCWDB notification of the procurement decision. GCWDB shall acknowledge receipt of the request for a Hearing in writing within five (5) working days of receipt, along with the date and time of the scheduled Hearing. The Request for a

Hearing must be sent by registered mail or hand delivered (receipt will be issued), clearly identified externally as "Dated Material" and addressed to:

Henry Guajardo
Golden Crescent Workforce Development Board
dba Workforce Solutions Golden Crescent
PO Box 1936, 120 South Main Street #501
Victoria, Texas 77901

Telefax, facsimile and e-mail notices will NOT be accepted.

Step 2: The written Request for a Hearing sent to the Executive Director must include the following information:

- The funding decision being appealed (*i.e.*, specific date of the RFQ and GCWDB action taken).
- Name, address and phone number of the protesting party(ies).
- A description of any alleged acts or omissions by GCWDB that form the basis for the protest (this must include the specific concerns and the specific grounds for the protest).
- Any written information the vendor believes is relevant to the protest.
- The remedy sought by the vendor.

Step 3: Upon written request, GCWDB staff shall make available to the vendor all requested documents not exempted from disclosure under state or federal law. GCWDB will provide copies of these documents upon payment of the standard fees for record duplication.

Step 4: A Hearing shall be scheduled at the GCWDB office, at a mutually agreed time and date but no later than twenty (20) calendar days from the date the request for a Hearing is received by GCWDB.

Step 5: The CEO or his/her designee shall act as the Hearing Officer. The Executive Director shall also appoint a Committee of GCWDB staff to serve as the Hearings Committee. Such committee shall consist of the Hearing Officer and either two (2) or four (4) additional committee members.

Step 6: The Committee shall meet with the protesting party to discuss the specific concerns and the specific grounds for the protest identified in the Request for a Hearing (see Step 2(c) above). Only those issues presented in the Request for a Hearing will be addressed at the Hearing. The Hearings Committee shall evaluate the appropriate actions which should be taken while abiding by GCWDB funding rules and regulations and which are consistent with the GCWDB procurement policies.

Step 7: A determination will be made within ten (10) business days from the date of the Hearing. Should the Hearings Committee determination result in a different outcome for the vendor, such recommendation shall be presented to GCWDB for consideration and possible action within five business days. However, GCWDB is NOT obligated to accept the Hearings Committee determination and/or recommendations.

If the Hearing Committee's determination does not result in a different outcome to the vendor, such information need not be presented to GCWDB and the vendor shall be informed in writing by the Hearings Officer of the Hearing outcome.

Section 14: Bidder's Question and Answer Period

The Bidder Question period provides the opportunity to request clarification about the scope and nature of the services required or to ask technical questions. To submit questions regarding this RFQ please e-mail Alfonso Tapia at alfonsotapia@gcworkforce.org beginning July 12-July 17, 2024. Bidders must include the name of the RFQ in the subject line of any communication sent via e-mail. Responses to written questions received during the question period will be addressed in the Q&A provided on July 19, 2024. Questions and Answers will be posted on the GCWDB website: www.gcworkforce.org. Vendors must not communicate with any other GCWDB staff regarding this procurement.

Section 15: Submittal of Proposals

The deadline for receipt of submission (e-mail) to this RFQ is **July 24, 2024, by 5 p.m. (CST)** in order to be considered for evaluation and selection. No exceptions will be made regarding the submission deadline.

All responses must be e-mailed to Alfonso Tapia at alfonsotapia@gcworkforce.org.

Section 16: Withdrawal of Proposal

The applicant or his/her authorized representative may withdraw proposal prior to the deadline by written request sent by registered mail or in person, provided that the identity and authority of the individual making the request is made known and a receipt for the return of the proposal is provided.

Section 17: Responsive/Responsible Vendor

GCWDB staff initially will review the proposals received to determine if they include required signed Attachments in the correct format described in the RFQ to be determined complete and responsive. In addition, for proposals to be considered responsive to be evaluated and ranked, the following requirements must be met:

1. The proposals must have been submitted by the due date.
2. The proposal must have signatures on each of the Certifications
3. The proposals must meet the specific services requested and described in the RFQ Packet.
4. One complete electronic proposal must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. GCWDB staff may determine proposals incomplete and non-responsive and exclude from further consideration in the procurement evaluation process or may elect to reject all proposals and re-issue RFQ.

Once determined responsive, an evaluation team reviewing independently using a standardized instrument will done July 12-17, 2024. The evaluation results will provide a ranking for the proposals from highest to lowest average score that will be used to begin contract negotiations.

Proposals with a total averaged score less than 70 points will be considered nonresponsive and will be disqualified from further consideration. Proposals receiving a final average score of 70 points or above will be determined responsive to continue in the procurement process.

After evaluation scores are combined and averaged, a ranking is established, and negotiations will begin with the top ranked vendor. If GCWDB is unable to reach successful negotiations with the top ranked vendor, negotiations will terminate and will begin with the next vendor in the order of the ranking until a contract is reached or GCWDB has rejected all proposals. **GCWDB reserves the right to request Best and Final Offers (BAFO) from all responsive vendors.**

Section 18: General Instructions for Submittal

Proposal Submission – Submit one complete proposal in a single PDF file by e-mail to Alfonso Tapia at alfonsotapia@gcworkforce.org. **The proposal must contain all the elements required in the RFQ package including the signature attachments A-J to be determined responsive.** All proposal pages must be legible, and complete.

Cover Sheet - All items on the Cover Sheet must be completed. Identify the primary contact person, as well as the Signatory Authority -- the person with the legal authority to negotiate and sign a contract. (This is the person who must sign the certification forms.)

Proposal Questions -- Submit a written response to each of the criteria questions contained in Part 5, Proposal Questions. Failure to follow the narrative format will result in a reduced evaluation score.

Signed Certifications/Assurances A-J

Section 19: Criteria Questions

Criteria One: Number and Variety of Course/Module Topics and Industry Sectors – 50 Points

Provide the following information:

- Description of the simulations/ training modules available
- Number and variety of simulations/training modules by industry sector, occupation, or other topics. Include details on duration of simulations/training modules.
- Identify any hardware/equipment included in the cost of the proposal (i.e, virtual reality. Headsets).
- Description of administrative access and management reporting

Criteria Two: Virtual Reality Equipment – 25 Points

Provide the type of Virtual Reality equipment proposed, the technical and training support for the equipment and virtual reality modules delivery and equipment Maintenance, if applicable.

Criteria Three: Cost – 25 Points

Provide proposed pricing structure for a one-year period. Please refer to pages 4-5 - Number 6 (3) for additional details regarding requested costs. Evaluation of total cost will include cost of Virtual Reality headsets needed to provide services, whether the cost is included as part of the bidder's proposal or to be incurred by GCWDB.

Criteria Four: Historically Underutilized Business – HUB – 5 Points

Proposer must attach a current signed certification to receive points.

ATTACHMENT A RFQ Virtual Reality Training

A Proposal Submitted in Response to Golden Crescent Workforce Development Board
Virtual Reality Training Services

Submitted By:

Full Legal Name of Respondent: [Click here to enter text.](#)

Date of Proposal Submission: [Click here to enter a date.](#)

ATTACHMENT A: CERTIFICATION BY PROPOSER of Legal and Signatory Authority (including HUB statement) for RFQ for Virtual Reality Training Services

I. IDENTIFICATION OF RESPONDENT *(All fields are required)*

Name of Individual Responding: [Click here to enter text.](#)

Name of Firm (if applicable): [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

E-mail: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State:

Zip Code: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Fax: [Click here to enter text.](#)

How many years has your firm been providing same/similar services? [Click here to enter text.](#)

How many years of direct knowledge working with Boards in a workforce environment? [Click here to enter text.](#)

How many years of experience do you have working with for-profits? [Click here to enter text.](#)

NOTE: GCWDB ensures that small, minority, disadvantaged, and women's businesses are utilized as sources for acquisitions whenever possible. Auxiliary aids and services are available upon request to individuals with disabilities. Please check if your firm is a historically underutilized (disadvantaged) business (HUB), as defined by the Texas Government Code 407.101 or other state. Is your firm registered with a state entity as a Historically Underutilized Business (HUB)? [Click here to enter text. If HUB please attach certification.](#)

Provide a brief description of your organization legal status, size, and whether it is local, regional or national in operation: [Click here to enter text.](#)

II. DESCRIPTION OF SERVICES PROVIDED

What types of reporting tools will be used? [Click here to enter text.](#)

When can you/will you be available to perform services?

III. SIGNATURE

Respondent certifies that each attachment to this Statement of Qualifications has been completed and is submitted as an integral part to this Statement.

I certify that I am authorized to submit this Statement on behalf of the above-named organization. If any information changes significantly, GCWDB will be notified. I certify that the contents of this document are true and correct.

Signature of Authorized Representative (above)

Date Proposal Form Submitted

ATTACHMENT B: REFERENCES / PAST EXPERIENCES

Submit a minimum of three (3) references of active clients. The active clients must be current customers at the time of response submission and must be three distinct customers. If your firm currently has or previously had a contract with GCWDB, do not include it as one of the three references.

Failure to provide and include the following information with your response by the submission date of the bid 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 the GCWDB will result in a score of zero.

Reference 1

[Click here to enter](#) Company Name.

[Click here to enter](#) Contact Name.

[Click here to enter](#) Address, City, State, Zip.

[Click here to enter](#) Phone Number.

[Click here to enter](#) Fax number

[Click here to enter](#) E-mail Address.

Types of Services provided: [Click here to enter text.](#)

Contract Term (how many years provided services (To/From dates): [Click here to enter text.](#)

Reference 2

[Click here to enter](#) Company Name.

[Click here to enter](#) Contact Name.

[Click here to enter](#) Address, City, State, Zip.

[Click here to enter](#) Phone Number.

[Click here to enter](#) Fax number

[Click here to enter](#) E-mail Address.

Types of Services provided: [Click here to enter text.](#)

Contract Term (how many years provided services (To/From dates): [Click here to enter text.](#)

Reference 3

[Click here to enter](#) Company Name.

[Click here to enter](#) Contact Name.

[Click here to enter](#) Address, City, State, Zip.

[Click here to enter](#) Phone Number.

[Click here to enter](#) Fax number

[Click here to enter](#) E-mail Address.

Types of Services provided: [Click here to enter text.](#)

Contract Term (how many years provided services (To/From dates): [Click here to enter text.](#)

ATTACHMENT C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, 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, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Firm:

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative:

ATTACHMENT E: CERTIFICATION REGARDING CONFLICT OF INTEREST

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

- No manager, employee or paid consultant of the Proposer is an employee of Workforce Solutions Golden Crescent, or an employee of GCWDB;
- No manager, employee or paid consultant of the Proposer is an employee of Workforce Solutions Golden Crescent, or an employee of GCWDB;
- No manager or paid consultant of the Proposer an employee of Workforce Solutions Golden Crescent, or an employee of GCWDB
- No employee of Workforce Solutions Golden Crescent, or an employee of GCWDB is a manager or paid consultant of the Proposer;
- No employee of Workforce Solutions Golden Crescent, or an employee of GCWDB receives compensation from Proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- Proposer has disclosed within the Bid any interest, fact or circumstance which does or may present a potential conflict of interest;
- Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with GCWDB and shall immediately refund to GCWDB any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by GCWDB relating to that contract.

Name of Organization/Firm:

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative:

ATTACHMENT F: DISCLOSURE OF INTERESTS

It is the fiscal policy of GCWDB that all persons or firms seeking to do business with GCWDB to provide the following information. **Every question must be answered. If the question is not applicable, answer with "NA".**

Company Name:

Federal ID#:

Mailing Address:

E-mail:

City:

State:

Zip Code:

Telephone:

Fax:

Firm is: Corporation Partnership Sole Owner Association Corporation Other

1. State the name of each **"non-managerial employee"** of having an "ownership interest" constituting 10% or more of the ownership in the above name "firm."

Name: Job Title:

2. State the names of each **"managerial employee"** of GCWDB having an "ownership interest" constituting 10% or more of the ownership in the above name "firm."?

Name: Job Title:

3. Other

Name: Job Title:

Name of Organization/Firm:

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative:

ATTACHMENT G: CERTIFICATION REGARDING LOBBYING

This certification is required by the Federal Regulations Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of Congress, or an employee or 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 a federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Name of Organization/Firm:

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Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative:

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ATTACHMENT H: 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 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 it 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 taxes to the State of Texas.

Name of Organization/Firm:

Type of Business (if not corporation):

- Sole Proprietor
- Partnership
- Other

I.R.S. Tax Number:

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative:

ATTACHMENT I: STATE ASSESSMENT CERTIFICATION

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

The corporation certifies 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 or to the State of Florida
- It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas or to the State of Florida.

Name of Organization/Firm:

Signature of Authorized Representative *Date*

Print Name and Title of Authorized Representative:

EQUAL OPPORTUNITY AND NONDISCRIMINATION

[Click here to enter Company Name](#) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under Title I Section 188 of the Workforce Innovation and Opportunity Act of 2014, on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIOA Title I financially assisted program or activity. [Click here to enter Company Name](#) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

[Click here to enter Company Name](#) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders (29 CFR 38.25). Such regulations include:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.; and
- Title VII of the Civil Right Act of 1964, as amended, and its implementing regulations at 29 CFR Part 38 which prohibits discrimination based on race, color, religion, sex or national origin in any term, condition or privilege of employment.
- Sections 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; and
- The Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination on the basis of age (*i.e.*, individuals 40 years of age and older); and
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination against qualified individuals with disabilities;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex under any education program or activity receiving Federal financial assistance; and
- Americans with Disabilities Act of 1990, as amended; which prohibits discrimination against qualified individuals with disabilities; and
- The anti-discrimination provisions of the Immigration and Nationality Act, as amended; and
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work; and
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women; and
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).

This assurance applies to the applicant’s operation of the WIOA Title I-financially assisted program or activity, and out of the WIOA Title I – financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

[Click here to enter Company Name](#) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, religion, sex, (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. [Click here to enter Company Name](#) takes positive steps to eliminate any systematic discrimination from personnel practices. [Click here to enter Company Name](#) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or political affiliation or belief.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Organization/Firm:

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative: