



**Heart of Texas Workforce Development Board, Inc.
dba workforce Solutions for the Heart of Texas**

801 Washington, Suite 700
Waco, TX 76701
(254) 296-5300
<http://www.hotworkforce.com>

**REQUEST FOR PROPOSALS
RFP# 13210301
FOR
LEASE SPACE FOR WORKFORCE CENTER
IN HILLSBORO, TEXAS**

ISSUE DATE: September 1, 2021
BIDDERS' CONFERENCE: September 8, 2021, 2:15 p.m. (CST)
RESPONSE DEADLINE: September 21, 2021, 4:30 p.m. (CST)

*The Heart of Texas Workforce Development Board, Inc. is an equal opportunity employer/program and auxiliary aids and services are available upon request to include individuals with disabilities.
TTY/TDD
via RELAY Texas service at 711 or (TDD) 1-800-735-2989 / 1-800-735-2988 (voice)*

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NOTICE TO BIDDERS

The Heart of Texas Workforce Development Board, Inc. (Board) reserves the right to reject any and all bids or to waive any irregularities in any bids or in the bidding, and to be the sole judge of the merit and qualifications of products and services offered, and may accept whatever bid is deemed to be in the best interest of the Board. Proposals will be rated utilizing the criteria found later in this document and selection determination will be made based on the criteria. Ratings will be totaled and a rank will be determined, negotiations will begin with the top ranked. A bidder may submit separate bids on different locations.

The attached materials are provided to describe detailed activities, which need to be completed for submission of a proposal. A **Bidders' Conference** will be held to respond to any questions concerning the RFP. The conference will take place at by teleconference on **September 8, 2021 at 2:15 p.m. (CST)**.

The bid must contain the following in order to be considered responsive:

- (1) PROPOSAL COVER SHEET
- (2) ATTACHMENT A CERTIFICATION OF PROPOSER
- (3) ATTACHMENT B CERTIFICATION REGARDING DEBARMENT
- (4) ATTACHMENT C CERTIFICATION REGARDING DRUG-FREE WORKPLACE
- (5) ATTACHMENT D CERTIFICATION REGARDING LOBBYING
- (6) ATTACHMENT E CERTIFICATION REGARDING CONFLICT OF INTEREST
- (7) ATTACHMENT F ASSURANCE REGARDING EQUAL OPPORTUNITY
- (8) APPLICATION
- (9) FLOOR PLAN

An original and three (3) copies of each bid must be received at the following address no later than 4:30 p.m. (CST) on SEPTEMBER 21, 2021.

Heart of Texas Workforce Development Board, Inc.
Vicki Williams, Budget & Contract Officer
801 Washington, Suite 700
Waco, Texas 76701

Bids received after the indicated date and time will not be accepted or considered for award. Timely delivery of bids to Board is the sole responsibility of the offeror.

GENERAL CONDITIONS

- A. The only purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by Board.
- B. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or its entirety.
- C. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with bidders selected.
- D. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- E. Proposers 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 Heart of Texas Workforce Development Board, Inc. for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- F. No employee, officer, member or agent of the Heart of Texas Workforce Development Board, Inc. shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
- G. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
- H. Any bidder may withdraw his bid either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of bids.
- I. All contracts are contingent upon availability of funds from the U. S. Department of Labor and/or Texas Workforce Commission.
- J. No contract may be awarded until the bidder has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the bidders, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement by any Federal department or agency. (See Attachment B).

The Board monitor is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be accepted by the grantor (State) until all administrative remedies at the grantee level have been exhausted. This includes, but is not limited to: disputes, claims, protests or award or non-selection of award, source evaluation or other matters of a contractual or procurement nature. Matters concerning violation of law shall be referred to such authority, as may have proper jurisdiction.

- K. Bidders not selected by this process may appeal the Board decision by submitting in writing a formal letter of appeal addressed to:

Aquanetta Brobston
Quality Assurance/EO Officer
Heart of Texas Workforce Board, Inc.
801 Washington, Suite 700
Waco, TX 76701.

This appeal must be sent by registered mail and identified on the envelope as an appeal with the grounds of the appeal clearly stated in the letter, within fourteen calendar days of decision notification (the date on the notification letter). The Quality Assurance/EO Officer shall review the appeal and review applicable laws and request determination if appeal is valid and shall make decisions. If persons are not satisfied with the decision they may pursue all other avenues of appeal provided by law.

- L. Proposal must be manually signed by a person having the authority to bind the organization in a contract. (See Attachment A).
- M. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the Board to the extent allowable in the Public Information Act.
- N. A bidder must demonstrate the following minimum standards:
- adequate financial resources or the ability to obtain such resources as required
 - ability to comply with the required or proposed delivery schedule
- O. Contract will begin October 1, 2021 and end September 30, 2022. The Board reserves the option to review and renew the contract annually for a total period not to exceed 5 years without competitive procurement.
- P. Funding for goods or services requested in this RFP is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.

HOTWDB reserves the right to incorporate language in the lease agreement in reference to termination of the agreement for cause by giving at least thirty (30) days' notice in writing to the Lessor.

BACKGROUND INFORMATION

The Education Service Center, Region 12, is the fiscal agent for the Heart of Texas Workforce Development Board, Inc. (HOTWDB). The primary responsibility of the HOTWDB is to provide policy and program guidance and to exercise independent oversight, and evaluation of workforce development programs and services that affect area employers, residents and job seekers. An essential goal of the Board is the development and implementation of coordinated activities among local workforce system programs. The area served by the Heart of Texas Workforce Development Board, Inc. includes Bosque, Falls, Freestone, Hill, Limestone and McLennan Counties.

The Heart of Texas Workforce Development Board, Inc. is charged with the development of a workforce system that will provide expanded and improved employment related services to the region. A key element of the system is a Workforce Center where all workforce development services are initiated.

The Board operates one full-service Workforce Center and three Workforce Satellite Centers at the following locations:

Full Service:

- McLennan County 1416 S. New Road, Waco, Texas

Satellites:

- Hill County 233 E. Elm St., Hillsboro, Texas
- Freestone County 517 East Main Street, Teague, Texas
- Falls County 230 Coleman, Marlin, Texas

Hours of accessibility: 8:00 – 5:00, Monday - Friday

The centers are specially designed to match employers with appropriate job applicants and to help individuals better manage and control their career paths. The HOTWDB's goal is to provide the resources, tools and assistance needed to attain the goal(s) of all customers -- employers, residents and job seekers.

A variety of programs are available to address diverse needs. The centers are equipped with computerized resource labs. The resource rooms are designed to make valuable information easily assessable. Information is available in a variety of formats including traditional textbooks and directories, instructional and motivational videos, easy to use computers with specialized software, and Internet connections.

State legislation creating local Workforce Development Boards promotes the "no wrong door" approach to services provided within the One-Stop centers. The purpose of this request for proposals is to identify the possible sites in which the Workforce Centers in Hillsboro may be located.

PROPOSAL GUIDELINES

STATEMENT OF WORK

This section provides an explanation of facility lease needs.

Location:

Office space is to be located within the city limits of Hillsboro, Texas and shall be in a location that is properly zoned to allow usage.

Facility must be proximate to a major thoroughfare with easy access.

Term of Lease:

Terms of a lease would require the landlord to repair, replace and maintain the roof, foundation, parking facility, plumbing, HVAC, structural soundness and other structures or equipment serving the facility, ceiling tiles, carpet and any items considered permanent assets.

Lease should include, when applicable, right of first refusal on adjacent space.

Specifications:

- Between 2,500 and 4,000 square feet
- Compliance with the American Disabilities Act (ADA), bidder to make all necessary required accommodations for persons with disabilities; i.e. proper ramp, doors opened with closed fist, signage in building accessible, accessible restrooms, etc.
- Facility must include the following:
 - 1 reception/waiting area, wired as follows: 2 phone drops and 1 network drop
 - 1 computer lab/resource room located near the lobby area, approximately 14'x20', with 7 network drops, 1 phone drop and 6 duplex electrical outlets.
 - 3-5 offices, minimum 12' x 10', wired as follows: 1 phone drop and at least 1 network drop.
 - 1 large meeting/ conference room, approximately 22' x 22', wired as follows: 1 phone drop and 2 network drops.
 - 1 classroom/workshop room, wired as follows: 1 phone drop, 4 network drops and 3-4 electrical outlets.
 - 1 secure climate-controlled storage area with electrical outlets for IT equipment.

- 1 or more storage areas
- 1 small break room with kitchen facilities
- Facility must be asbestos-free, or an asbestos-managed environment in compliance with the Texas Department of Health.
- Parking spaces to meet the minimum zoning parking requirements

METHOD OF BID EVALUATION

The facilities requested in this RFP will be procured competitively based on responsiveness to the RFP and reasonableness of costs. This will include review and evaluation of proposals by a designated review team.

Evaluation of responses is conducted as follows:

- The first step of the evaluation process is determination of responsiveness. The Board staff will determine responsiveness.
- The second step of the process involves the evaluation of all responsive proposals by a designated review team. Proposals are evaluated by all reviewers using the same standardized instrument listing the criteria.
- In the third step, ratings will be totaled and a rank will be determined, *proposals not meeting the aggregate minimum of 75 available points* are deemed outside the competitive range and not considered for funding.
- In step four, staff notifies bidders of award through a formal award letter. Negotiations will begin with the top ranked proposal.

EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

	Possible Points
(A) Facility in terms of:	40
1. Facility should be in a location that best serves employers, residents, and job seekers.	
2. Facility should be in a location that will assist in the allowance of a meeting site, training center and be convenient for access by potential clients.	
3. Facility must be in good repair.	
4. Facility must be in a location that is zoned for office usage.	
5. Floor plan	
(B) Reasonableness of Cost:	30
1. Lowest responsive bidder	
2. Proposed escalation clauses	

3. Restrictions
4. Insurance requirements

(C) Incentives – any added value over specifications **15**

Other Special Conditions: Additional factors that may be considered by the HOTWDB may include: **15**

1. Specialized experience and/or experience with similar projects, property management experience;

TOTAL POSSIBLE POINTS **100**

A minimum aggregate score of 75 points is required to be considered responsive and capable of actual service provision.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Deadline for Proposal Submission

The deadline for submission in response to this Request for Proposal (RFP) is **September 21, 2021, 4:30 p.m. CST** (the official time is determined by the Board). All responses must be received by that date, regardless of date of postmark in order to be considered.

ABSOLUTELY NO EXCEPTIONS WILL BE MADE!

One original and three (3) clear copies of the completed proposal must be submitted by mail or delivered in person to:

Heart of Texas Workforce Development Board, Inc.
Attn: Vicki Williams, Budget & Contract Officer
801 Washington, Suite 700
Waco, Texas 76701

Please mark the outside of the envelope with the number of this RFP #13210301, TIME

SENSITIVE MATERIAL: Lease Space for Workforce Center in Hill County

Unless requested by the Board, no additional information will be accepted from a bidder after the deadline for submission of proposals.

(Note: All proposals will become the property of HOTWDB).

Virtual Bidders' Conference and Questions/Answers

A conference for prospective proposers to learn more about this RFP and to ask questions will be conducted:

September 8, 2021 at 2:15 pm. (CST)

Attendance at this conference is not mandatory but is strongly recommended. A virtual call-in system will be set up, interested parties may participate by e-mailing Vicki.Williams@hotworkforce.com for the virtual call-in information. The conference offers potential proposers the opportunity to obtain guidance on the scope and nature of the work required or to ask technical questions.

Questions may be sent prior to the bidder's conference and through **September 13, 2021 by 5 p.m.** Responses will be posted on the Board's website at www.hotworkforce.com and will also be sent to all conference attendees.

Questions may be faxed, emailed, or mailed. Responses to written questions received prior to the bidders' conference will be addressed at the conference, or in the Q&A provided on Wednesday, September 15, 2021. Submit questions to:

The Heart of Texas Workforce Development Board, Inc.
Attn: Vicki Williams
801 Washington Avenue, Suite 700
Waco, Texas 76701
FAX (254) 753-3173
[Email: Vicki.Williams@hotworkforce.com](mailto:Vicki.Williams@hotworkforce.com)

Board members, Board staff, and associated parties are precluded from entertaining any questions outside the bidders' conference and/or the written question process described above. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

Format for Submission

The completed proposal must include:

- (1) PROPOSAL COVER SHEET**
- (2) ATTACHMENT A CERTIFICATION OF PROPOSER**
- (3) ATTACHMENT B CERTIFICATION REGARDING DEBARMENT**
- (4) ATTACHMENT C CERTIFICATION REGARDING DRUG-FREE
WORKPLACE**
- (5) ATTACHMENT D CERTIFICATION REGARDING LOBBYING**
- (6) ATTACHMENT E CERTIFICATION REGARDING CONFLICT OF INTEREST**
- (7) ATTACHMENT F ASSURANCE REGARDING EQUAL OPPORTUNITY**

(8) EXHIBIT A APPLICATION
(9) EXHIBIT B FLOOR PLAN

The forms may be recreated for ease of word-processing, but failure to follow these instructions can result in disqualification of the proposal if the omission or mistake is material to determining the responsiveness of the proposal. Bidders may request the forms via e-mail or download the RFP from the Board's website at www.hotworkforce.com.

Proposals must be submitted on 8 ½ x 11 inch paper. All documents must be legible, complete and fully assembled.

Withdrawal of Proposals

Proposals may be withdrawn by registered mail or in person by the applicant or his/her authorized representative, provided that their identity is made known and a receipt for the proposal is signed.

Timeline for RFP process:

- Request for Proposal released- September 1, 2021
- Bidders Conference: September 8, 2021 at 2:15 p.m. (CST)
- Bid Due Date and Time: September 21, 2021 by 4:30 p.m. (CST)
- Determination of Responsive Bids and Rating Process – September 22-24, 2021
- Contract Negotiations- September 27, 2021

LEASE SPACE FOR WORKFORCE CENTER IN HILLSBORO, TEXAS
RFP # 13210301
PROPOSAL COVER SHEET

Name of Organization: _____		
Head of Organization: _____		Title: _____
Mailing Address: _____		
Physical Address (if different): _____		
Email Address _____		
Phone Number: _____		Fax Number: _____
Proposal Contact Person: _____		Title: _____
Proposal Contact Person's Phone Number: _____		
Contract Signatory Authority: _____		
Title: _____		Phone Number: _____
Tax/Legal Status: <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Ownership		
<input type="checkbox"/> Partnership <input type="checkbox"/> Other		
Date Established: _____		
State Comptroller Identification Number: _____		IRS Number: _____
Small Business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is proposer certified as a historically underutilized business (HUB)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a copy of the certification notice is required as an attachment.)		
HUB Certifying Agency? _____		
SQUARE FOOT PRICE _____		SQUARE FOOTAGE _____

**ATTACHMENT A
CERTIFICATION OF PROPOSER**

I hereby certify that the information contained in this proposal 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, board member or agent of Education Service Center, Region 12 has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP and that this organization will comply with all the specifications noted within this RFP and any other applicable local, State and Federal regulations and policies. I also certify that I have read and understand the General Provisions, Conditions and Limitations, Statement of Work, and all additional sections presented in this RFP and will comply with the terms, thereof, and furthermore that

I, _____ am the _____ of the
(Typed Name of Signatory Authority) *(Title)*

Corporation, partnership, association, public agency, educational provider or other entity named as Proposer and Respondent herein and that I am legally authorized to sign this proposal and submit it to the Heart of Texas Workforce Development Board, Inc. on behalf of said organization by authority of its governing body.

ATTEST:

Name of Applicant Organization

Name of Authorized Signatory

Title of Authorized Signatory

Signature of Authorized Signatory

Date

Subscribed and sworn to before me this ____ day of _____, 2021, in
_____, _____ County, State of _____

(SEAL)

Notary Public in and for _____ County, _____

Date Commission Expires: _____

EXHIBIT A

APPLICATION AND INSTRUCTIONS

A. FIRM:

1. Name and mailing address, and email address of bidder:

2. Contact Person: _____

3. Phone: (including area code) _____

B. FACILITY

1. Location: Detail the location of proposed facility, address and any other assets the location provides, i.e.; public transportation, list other business establishments within locale, major thoroughfare, other items you believe to be an asset of this location.

a. Address of facility for lease and Zoning Code if applicable:

b. Security Available _____ Yes _____ No

c. Access to facility: Monday through Friday 7:00 a.m. to 7:00 p.m.
_____ Yes _____ No

d. Are employees able to enter/open the building at any time?
_____ Yes _____ No

If No, Detail the procedure for off-hours entry:

Term of Lease: Detail your company's proposal for term of lease, i.e. any proposed escalation clauses, detail restrictions, insurance requirements.

The estimated date the facility would be available for occupancy with all site requirements

Beginning: _____

Proposed Escalation Clauses:

Restrictions:

Insurance Requirements:

2. Space

a. Net usable space: _____ square feet

b. Square footage price: _____ per sq. ft.

Detail using Floor Plan and cite, if applicable if space has other existing occupants. (please attach floor plan)

c. Utility Requirements

Do you have any restrictions regarding provision of utilities?

Bidder will provide all utilities _____ **Yes** _____ **No**

Bidder will not provide utilities _____ **Yes** _____ **No**

d. Off Street Parking

Detail the number of parking spaces available and list any special enhancements for parking.

4. Incentives (if applicable) – Value Over Specifications

5. Other Special Conditions: Additional factors that may be considered by the HOTWDB may include:

- a. Specialized experience and/or experience with similar projects, property management experience;**
- b. Historically Underutilized Business Certified or Minority/Women Business Owned Enterprise (Attach copy of certification)**

6. Lease Cost

The facility may be leased at the following cost: _____

7. Provide at least three references (leases) preferably with lease terms of at least five years for whom you provide space or have provided space:

**ATTACHMENT B
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(Before completing certification, read the attached instructions which are an integral part of the certification.)

The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

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.

Print Name of Applicant Organization

Print Name of Authorized Signatory

Print Title of Authorized Signatory

Signature of Authorized Signatory

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The

knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**ATTACHMENT C
CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS**

- a) The grantee certifies that it will continue to provide a drug-free workplace by:
- i. 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.
 - ii. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - iv. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of this statement;
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - v. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
 - vi. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted –
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
 - vii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- b) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of Performance:
Are there workplaces on file that are not identified here? Yes No N/A

Print Name of Application Organization: _____

Print Name and Title of Authorized Signatory:

Signature: _____ Date: _____

**ATTACHMENT D
CERTIFICATION REGARDING
LOBBYING CERTIFICATION FOR CONTRACTS,
GRANTS, LOANS AND COOPERATIVE AGREEMENT**

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

- (1) No Federally 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 an agency, a Member of Congress, an Officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making any Federal loan, the entering into 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.
- (2) If any funds other than Federally appropriated funds have 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 the 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.
- (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.

This certification is 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 imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Print Name of Applicant Organization: _____

Print Name of Authorized Signatory: _____

Print Title of Authorized Signatory: _____

Signature: _____ Date: _____

ATTACHMENT E
VENDOR CONFLICT OF INTEREST DISCLOSURE STATEMENT

This statement is designed to obtain disclosure, as required by state and federal law, of possible conflicts of interest from vendors of services (“Workforce Service Contractors”) to the Heart of Texas Workforce Development Board, Inc..

1. Who should complete this form? Workforce Service Contractors, and their employees in decision making positions. This means people who have the ability to commit or bind the Contractor to a particular course of action with respect to the Contractor’s duties and activities under its contract with the Board.

2. Business Disclosure. The undersigned hereby disclose the following to the Board. I am disclosing the following items in regard to any business entity that is a party to any business transaction with a member of the Heart of Texas Workforce Development Board, Inc. or a Board employee.

Names of my business(es) that has a contract with the Board or Board employee:

My personal relationship to this business:

	Yes	No
(a) I own more than 10% of the stock, fair market value or outstanding interest	_____	_____
(b) I own more than \$5,000 of the value of the business	_____	_____
(c) I or my business own real property, used for a Board contract, with a fair market value of \$2,500 or more	_____	_____
(d) I received more than 10% of my gross income from this business for the previous year	_____	_____
(e) I am on the board or governing body of this business	_____	_____
(f) I am an elected officer of this business	_____	_____
(g) A member of my family (parent, child or spouse) has one of these interests listed in (a) through (f) above.	_____	_____

3. Gift disclosure. The following are all gifts of greater than \$50 in value I have given to a Board member or Board employee: (life the gift, value, and date given)

4. General Conflict of Interest Disclosure. The law requires me to disclose “conflicts of interest” or “appearance of a conflict of interest”. Here is how those terms are defined:
(1) “Appearance of a conflict of interest” -- A circumstance in which the action of a Board member, Board employee, workforce service Contractor, or workforce service Contractor employee in a decision-making position appears to be:

(A) influenced by considerations of one or more of the following: gain to the person, entity, or organization for which the person has an employment interest, substantial financial interest, or other interest, whether direct or indirect (other than those consistent with the terms of the contract); or

(B) motivated by design to gain improper influence over the Texas Workforce Commission, the Agency, or the Board.

(2) "Conflict of interest" -- A circumstance in which a Board employee, workforce service Contractor, or workforce service Contractor's employee is in a decision-making position and has a direct or indirect interest, particularly a substantial financial interest, that influences the individual's ability to perform job duties and fulfill responsibilities.

These definitions are designed to discover relationships I have with the Board outside the direct provision of workforce services.

To the best of my knowledge I **DO NOT** have a conflict of interest.

I **DO** as indicated below, have a conflict of interest. (describe) _____

If I do have a conflict of interest, here are the actions I or my employees intend to take to prevent the same from continuing or occurring. _____

5. No disclosure is required of a financial transaction performed in the course of the primary services contract with the Board, or of a transaction or benefit made available to the general public under the same terms and conditions.

Name of individual signing this form

Date

This form is required by Rules of the Texas Workforce Commission, particularly found at 40 Texas Administrative Code, Section 801.54(d).

ATTACHMENT F
ASSURANCE REGARDING EQUAL OPPORTUNITY

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the 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 grant applicant 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 grant applicant'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 grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of the WIOA is made available, whether or not it is physically incorporated in such document and whether or not there is a written agreement between the Department and the recipient, between the Department and the Governor, between the Governor and the recipient, or between recipients. The assurance also may be incorporated by reference in such grants, cooperative agreements, contracts, or other arrangements.

Print Name of Applicant Organization:

Print Name of Authorized Signatory:

Print Title of Authorized Signatory:

Signature: _____

Date: _____

EXHIBIT B

**FLOOR PLAN
SPECIFICATIONS**

Please attach floor plan

Pictures may also be attached if desired