



**Request for Quotes
RFQ # 13210401
Heart of Texas Workforce System
Short-Term Technical Skills Training Services**

**Issuance Date: Tuesday, October 20, 2020
Request for Quote Proposal Due Date: Tuesday, December 8, 2020 by 4:00 p.m. CT
Contract Effective Date: December 15, 2020 – September 30, 2021**

**Heart of Texas Workforce Development Board, Inc.
801 Washington Avenue, Suite 700
Waco, Texas 76701
254-296-5393
www.hotworkforce.com**

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The Heart of Texas Workforce Board, Inc. is an equal opportunity employer/programs 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).

TABLE OF CONTENTS

PART I: QUOTE OVERVIEW

- 1.1 Purpose
- 1.2 Background
- 1.3 General Requirements
- 1.4 Eligible Respondents
- 1.5 Program Requirements

PART II: CONTRACT INFORMATION

- 2.1 Award Notification
- 2.2 Contract Period and Renewals
- 2.3 Type of Contract
- 2.4 Insurance
- 2.5 General Conditions
- 2.6 Reports
- 2.7 Proprietary Information
- 2.8 Debrief, Grievance and Protest Procedures

PART III: SUBMISSION INFORMATION

- 3.1 Procurement Schedule
- 3.2 Submittal of Quote
- 3.3 Withdrawal of Applications
- 3.4 Virtual Bidders Conference and Questions and Answers
- 3.5 General Instructions and Submittal
- 3.6 Sequence of Submission

PART IV SELECTION PROCESS

- 4.1 Standards of Review of Proposals
- 4.2 Evaluation Criteria

PART V: PROPOSAL SUBMISSION QUESTIONS

- Proposal Cover Sheet and Certification
- Attachment A: Certification of Bidder
- Attachment B: Certification Regarding Debarment
- Attachment C: Certification Regarding Drug-Free Workplace
- Attachment D: Certification Regarding Lobbying
- Attachment E: Certification Regarding Conflict of Interest
- Attachment F: Certification Regarding Equal Opportunity
- Attachment G: Certification Regarding Franchise Tax
- Attachment H: Assurances and Certifications

PART I: QUOTE OVERVIEW

1.1 Purpose

The Heart of Texas Workforce Development Board, Inc. (The Board) dba Workforce Solutions for the Heart of Texas, is soliciting requests for quotes for short-term, technical skills training services. The Board's purpose is to assist eligible individuals overcome unemployment setbacks created by the COVID-19 pandemic, by offering training services that aid an individual in earning industry-recognized postsecondary credentials to help him/her to begin, continue or restart their careers.

The Board seeks to procure and compile a listing of approved training providers that shall provide allowable, short-term, technical skills training that is either offered through in-person training, online training or a hybrid combination. Funding for these services is made available through the Workforce Innovation and Opportunity Act and other grant funding sources.

The Heart of Texas Workforce Development Board, Inc. (the Board) reserves the right to reject all quotes or to waive any irregularities in any quotes, and to be the sole judge of the merit and qualifications of products and services offered and may accept whatever quote is deemed to be in the best interest of the Board.

1.2 Background

The Heart of Texas Workforce Development Board, Inc. (the Board) serves as the administrative entity for federal and state workforce programs and funds allocated to the six-county Heart of Texas workforce development area that serves the counties of Bosque, Falls, Freestone, Hill, Limestone, and McLennan. The Board is a non-profit corporation in the State of Texas and maintains a 501(c)(3) tax-exempt status from the IRS. The Board's primary responsibility is to provide policy and program guidance and to exercise independent oversight and evaluation of workforce development programs and services that affect area employers, job seekers and residents. An essential goal of the Board is the development and implementation of coordinated activities among local workforce system programs.

1.3 General Requirements

Training provided must align with Workforce Solutions for the Heart of Texas' Targeted Occupations (or must align with the state's Targeted Industry Cluster Initiative) and must focus on unemployed individuals that can complete the necessary training that will assist them in finding employment. The table below, Workforce Solutions for the Heart of Texas Targeted Occupations, lists the targeted occupations in which training must align.

Table: Workforce Solutions for the Heart of Texas Targeted Occupations

11-1021	General Operations and Business Managers
15-1151	Computer User Support Specialists
17-3023	Electrical & Electronic Engineering Technicians
25-2022	Middle School Teachers, Except Special and Career/Technical Education
25-2031	Secondary School Teachers, Except Special and Career/Technical Education
29-1126	Respiratory Therapists
29-1141	Registered Nurses
29-2034	Radiologic Technologists
29-2061	Licensed Practical and Licensed Vocational Nurses
31-9091	Dental Assistants
33-2011	Firefighters
33-3051	Police and Sheriff's Patrol Officers
47-2073	Operating Engineers and Other Construction Equipment Operators
47-2111	Electricians
47-2152	Plumbers, Pipefitters, and Steamfitters
49-2091	Avionics Technicians
49-3011	Aircraft Mechanics and Service Technicians
49-3031	Bus & Truck Mechanics & Diesel Engine Specialists
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
49-9051	Electrical Power-Line Installers and Repairers
51-1011	First-Line Supervisors of Production and Operating Workers
51-2011	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic
51-4041	Machinists
51-4121	Welders, Cutters, Solderers, and Brazers
53-3032	Heavy and Tractor-Trailer Truck Drivers

The list of approved training providers will be used by Workforce Solutions to refer individuals who have been identified as in need of technical skills training and are deemed eligible. Workforce Solutions staff will follow the progress of the eligible trainee throughout the training and will work in coordination with the training provider to ensure success of the trainee.

1.4 Eligible Respondents

Entities possessing the capacity and demonstrated ability to perform successfully under the terms and conditions may respond to this RFQ. Training providers that can provide in-person, online or

a hybrid combination of training that align with Workforce Solutions for the Heart of Texas' Target Occupations (or the state's Targeted Industry Cluster Initiative) that result in a nationally recognized industry-based certification. The Board will establish a list of approved training providers that may be contracted to provide training to eligible participants.

Bidders who qualify as HUBs must attach a copy of the certificate as documentation to receive the bonus points.

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 officer, member, employee, or agent of the Board to influence their selection.
- b) No employee or agent of the Board 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.

1.5 Program Requirements

Training(s) provided will be offered on an individual basis and/or offered in cohorts. Training providers selected will provide a calendar of training dates. The training may be offered in English and/or Spanish, upon request. Training service requirements include:

- a) Short-term, technical skills training with a duration that is between 8 and 15 weeks, 150 – 600 hours in length
- b) Training offered through in-person, online or a hybrid combination of training format
- c) Flex Entry is preferred
- d) Training programs must align with or support Workforce Solutions for the Heart of Texas' Targeted Occupations or the State of Texas' Targeted Industry Cluster Initiative.
- e) Provide a nationally recognized industry-based certification
- f) Provide highly responsive innovative methods to upskill workers and facilitate re-employment with unprecedented speed and accuracy.

1.6 Subcontracting

Any subcontracting must be specified in the response and approval must be granted by the Board prior to the execution of any contract resulting from this RFQ. All subcontracting is subject to applicable federal, state, and local laws, rules and regulations and policies. If the respondent proposes to subcontract any of the above services and activities to be provided, the

respondent must indicate which services and activities will be subcontracted and the rationale behind using subcontractors instead of providing the services directly. The respondent must also describe how subcontractors were (or will be) procured and selected, their qualifications, as well as the basis for payments. Subcontractors are subject to the same requirements as the respondent under this RFQ and resultant contract.

PART 2: CONTRACT INFORMATION

2.1 Award Notification

Bidders selected for the approved training provider list will be notified upon completion of the evaluation process. The Board will develop a shell contract for execution based on approved training and proposed costs. At the time of training requests, a work statement, budget, and performance objectives will be negotiated, and the contractor will be expected to meet all contract objectives.

The actual amount of a contract award will be based on availability of funds, and the standards for the use of the funds (i.e., all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories.)

2.2 Contract Periods and Renewals

Subject to the availability of funding, the Board will enter into a one-year, cost-reimbursement contract with the option to amend and/or renew up to four (4) additional years, depending upon an annual review of contract performance and the continued availability of funding. The initial contract will begin on or around December 15, 2020 – September 30, 2021. The Board reserves the right to offer up to four additional one-year (twelve month) extensions with the contract term period in the extensions beginning on October 1 – September 30 in the respective year. Annual renewals are at the discretion of the Board and will be based on need, satisfactory performance in meeting standards for the Short-Term Training Program, availability of funds, and successful contract negotiations.

The period of performance for each specific training request will be negotiated based on the size and schedule of the particular training. The Board reserves the right to renegotiate and extend the initial duration of each training project with the approved training providers as circumstances demand.

The Heart of Texas Workforce Development Board, Inc. (the Board) reserves the right to reject all quotes or to waive any irregularities in any quotes, and to be the sole judge of the merit and qualifications of products and services offered and may accept whatever quote is deemed to be in the best interest of the Board.

2.3 Type of Contract

Unless otherwise noted, contract for services will be based on a cost-reimbursement basis. Costs will be paid based on the submittal of an invoice with all support documentation requested.

2.4 Insurance

The Contractor will be required to maintain insurance coverage for the period of the contract. Contractor must obtain insurance adequate to cover contractor's employees and against personal and bodily injury and property damage. The following minimum insurance coverage and limitations will be required:

- a) General liability insurance for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.
- b) Workers Compensation insurance shall be required for all the contractor's employees that will be working under this contract. However, if the contractor does not have Workers Compensation insurance, but meets the definition of "Independent Contractor", as defined by the State of Texas, the contractor must sign a waiver agreeing to this independent relationship. The waiver form can be obtained upon request.

In the event you are awarded a training contract, the contractor will be required to submit proof of insurance. A statement of assurance to that effect must be included in your transmittal letter.

2.5 General Conditions

- a) This Request for Quote does not commit the Board, to pay for any cost incurred prior to execution of a contract, or prior to fund availability.
- b) Neither Board staff nor members will provide individual technical assistance to bidders in the preparation of responses.
- c) Bidders should designate a contact person responsible for proposed information and with the authority for contract negotiations.
- e) The Board retains the right to accept or reject any or all quotes.
- f) The Board reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where the Board deems such variances to be in their best interest.
- g) All responses and the accompanying attachments become the property of the Board upon submission. Materials submitted will not be returned.
- i) If selected for contractual negotiations, the proposer may be required to prepare and submit additional information prior to final contract execution, in order to reach terms for the provision of services that are agreeable to both parties.
- j) If selected, the Proposer may be required to establish and maintain procedures to secure the confidentiality of all records of participants and other data, in accordance with applicable State and Federal law and regulations.

- k) The execution of financial contracts resultant of this RFQ process is dependent upon the availability of adequate funds and the needs of the State.
- l) The Board reserves the right to further define and add additional components as needed. Bidders selected as responsive to the intent of this RFQ will be given equal opportunity to update quotes for the newly identified components.
- m) The Board reserves the right to contract these components individually or in any combination deemed to be most appropriate.
- n) Profit margins will be negotiated only with for-profit organizations. A fair and reasonable profit will be determined with consideration to the following: 1) complexity of work; 2) risk borne by contractor and 3) contractor's investment. Profit may not exceed 5% of the contract amount. Profit will be negotiated and tied to the achievement of performance benchmarks. The payment schedule for profit will be negotiated as a separate item during contract negotiation.

2.6 Reports

Reports of training activities will be required for the purpose of documenting the satisfactory accomplishment of training project objectives. Reporting requirements will be specified in the contract negotiations. Failure of a successful Bidder to accept reporting obligations may result in a decision not to add the proposer to the approved vendor list. Contracts will specify how vendor will coordinate the tracking of participant training data with the Board.

WFSHOT will be responsible for maintaining all survey, registrant data and service reporting in The Workforce Information System of Texas (TWIST). The Board will maintain the reporting capacity and access to the data entry system, menu and customized reports.

2.7 Proprietary Information

Any restriction on the use of data contained within a proposal must be clearly stated in the proposal. Proprietary information submitted in response to this RFQ will be handled in accordance with your submission and in accordance with State law.

The Board, as a State agency, is subject to the Texas Open Records Act (TORA). The purpose of the Texas Open Records Act is to maintain the people's control over the instruments they have created. The TORA allows the public to have access to information in the possession of a governmental body. Therefore, proprietary information identified by the bidder in advance will be kept confidential by the Board to the extent that State law permits it. All documentation provided therein, and materials and innovations developed as a result of these contractual services cannot be copyrighted or patented without written authorization from the Board. All data, documentation, materials, and innovations become the property of the Board.

Any copyright material authorized by the Board or distribution of materials developed through this agreement must acknowledge use of Federal funds through the Board. All materials with the acknowledgement must be submitted to the Board for approval prior to distribution.

2.8 Debrief, Grievance and Protest Procedures

Request for Debriefing: A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including quote evaluation process, and help unsuccessful bidders understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future quotes. The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

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

All proposers will be notified in writing of the final results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to: The Board is the responsible authority for handling complaints or protests regarding the procurement and quote selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.

All proposers will be notified in writing of the final results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

Heart of Texas Workforce Development Board, Inc.
Attn: Aquanetta Brobston, Quality Assurance/EO Officer
801 Washington Avenue, Suite 700
Waco, Texas 76701
Dated Material Enclosed

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

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and 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 ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures, available on request.

PART 3: SUBMISSION INFORMATION

3.1 Procurement Schedule

Issuance of RFQ	Tuesday, October 20, 2020
Virtual Bidders Conference	Tuesday, October 27, 2020 at 10 a.m.
Deadline for Submitting Questions	Thursday, October 29, at 5 p.m.
Question and Answer Released	Wednesday, November 4, 2020
Proposal Due Date	Tuesday, December 8, 2020 by 4:00 p.m.
Evaluation Period	December 9 – 11, 2020
Shell Contract Established	December 15, 2020 – September 30, 2021

3.2 Submittal of Proposals

The deadline for receipt of submissions to this RFQ is **4:00 p.m. on Tuesday, December 8, 2020**. All responses must be received at the Board's administrative office addressed as:

Heart of Texas Workforce Development Board, Inc.
Short Term Training Services
Attn: Kary Kuecker
801 Washington Avenue, Suite 700
Waco, Texas 76701

Quotes can be hand delivered, mailed through the USPS, or sent via commercial service. Regardless of the method of delivery, the quote **MUST** be physically at the Heart of Texas Workforce office by **4:00 on Tuesday, December 8, 2020** in order to be considered. No exceptions will be made regarding the submission deadline.

3.3 Withdrawal of Applications

The applicant or his/her authorized representative may withdraw quotes 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 quote is provided.

3.4 Virtual Bidders Conference and Questions and Answers

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

Tuesday, October 27, 2020 at 10 a.m.

The virtual bidders conference will be held via Zoom. To receive the access code and password please e-mail Kary Kuecker at Kary.Kuecker@hotworkforce.com. Attendance is not mandatory, but strongly recommended. The conference offers potential proposers the opportunity to obtain guidance on the scope and nature of the work required or to ask technical questions.

To ensure that all prospective bidders have access to the most current RFQ addenda, questions and answers, and other pertinent information updates will be posted to the Board's website during the RFQ period, at www.hotworkforce.com.

Prospective Proposers may submit written questions beginning Tuesday, October 20, 2020 - Thursday, October 29, at 5 p.m. CST. Questions may be faxed, emailed, or mailed. Responses to written questions received prior to the bidders' conference will be addressed there, or in the Q&A provided on Wednesday, November 4, 2020. Submit questions to:

Heart of Texas Workforce Development Board, Inc.
Attn: Kary Kuecker
801 Washington Avenue, Suite 700
Waco, Texas 76701
Email: Kary.Kuecker@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 proposers 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 a proposer.

3.5 General Instructions for Submittal

FORMAT – The original proposal must be typed in no smaller than 12-point font and submitted on 8 1/2 x 11-inch paper. Emphasis must be placed on addressing the requirements of this RFQ in a clear and concise manner.

NUMBER OF COPIES – Submit one complete original, and three copies of proposal in hard cover binder, and a complete proposal copy in MS Word on USB drive. The USB drive copy must contain all the elements contained in the original proposal including the signature attachments. All documents submitted must be legible, complete and fully assembled. Any

proposal lacking required copies or required proposal signatures on the original copy or the USB drive, will be deemed unresponsive, and will not be evaluated.

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.)

RESUME – Resume of the individual who will have day to day oversight of the Short-Term Training Program must be included. Please limit to 4 pages inclusive of all education, germane training, certifications, and a sequential history of professional experience beginning with the most recent. Each referenced employer should include names of immediate supervisors with current phone numbers.

PROFESSIONAL REFERENCES – Proposer must submit three (3) professional references, including complete contact information and an explanation of the context in which the reference knows the proposer.

QUESTIONS – Submit a written response to each of the questions contained in Part 5 Proposal Submission Questions. Failure to follow the Criteria and related question format will result in a reduced evaluation score.

3.6 SEQUENCE OF SUBMISSION

The original proposal and proposal copies should be submitted with elements in the following order please mark or tab each section:

1. Proposal cover sheet
2. Table of Contents
3. Proposal Criteria Questions
4. Professional Resumes (limited to 4 pages)
5. Complete contact information for four professional references
6. Certification of Bidder (Attachment A)
7. Certification Regarding Debarment (Attachment B)
8. Certification Regarding Drug-Free Workplace (Attachment C)
9. Certification Regarding Lobbying (Attachment D)
10. Certification Regarding Conflict of Interest (Attachment E)
11. Certification Regarding Equal Opportunity (Attachment F)
12. Certification of Regarding Franchise Tax (Attachment G)
13. Assurances and Certifications (Attachment H)

PART IV: SELECTION PROCESS

4.1 Standards of Review of Quotes

The selection process used by the Board is intended to help the Board identify qualified and responsive proposals to create a training provider list for Short Term training for eligible individuals. The selection process includes:

1. A proposal must meet minimum standards before being considered for further evaluation:

- a) Submitted by the deadline;
- b) Contains all required information and forms including the one original and three required copies;
- c) USB copy of proposal documents including signature attachments submitted, and

2. **Once determined responsive, a review of the proposal** by an evaluation team using a standardized instrument will be conducted. The evaluation results will provide a ranking for the proposals from highest to lowest average score that will be used to develop a training vendor’s list.

4.2 Evaluation Criteria

Proposals that contain all of the required elements will be deemed responsive and will be sent to the evaluators. If the proposal has an average, aggregated score of at least seventy-five (75) points it will be considered for the approved vendor’s list.

CRITERIA	MAXIMUM POINTS
(A) Responsiveness to RFQ	30
(B) Qualifications	15
(C) Experience	15
(D) Demonstrated Effectiveness/References	20
(E) Cost	20
(F) Certified HUBs shall receive 5 points on the proposal evaluation. HUB Certification must be included with the proposal to receive these points.	5
Possible Total Combined Points	105

A. Responsiveness to RFQ: 30 Points

This criterion emphasizes the extent to which the proposed training plan relates to the desired outcomes. Points will be awarded on several factors, including quality of and approach to training service delivery, proposed training schedules, how training services will work, types of training, alignment with target occupations and credential outcome.

B. Qualifications: 15 Points

This criterion addresses the respondent’s educational and training credentials. Points awarded in this category will be based on the bidder's ability to administer the services required.

C. Experience: 15 Points

Experience of Key Personnel - Documentation of the relevant experiences, qualifications and abilities of proposed Project Personnel must be included. The description of the services, to be provided by the bidder, should document the availability of qualified, adequate staff to perform the desired tasks, with attention given to special skills needed.

D. Demonstrated Effectiveness/References: 20 Points

This criterion is a measure of the respondent’s ability to deliver similar services. The provision of the list of three (3) distinct references familiar with respondent services. References will be verified.

E. Cost: 20 Points

This criterion evaluates the cost of the services to determine if they are within the market rate for such services. Also, costs will be evaluated for reasonableness.

F. HUB: 5 Points

Historically Under-Utilized Business (HUB) must provide current copy of the certificate.

PART V: PROPOSAL SUBMISSION QUESTIONS

The following elements must be addressed in the proposal. Proposers should state each RFQ question and then present their response to that question. Present thorough, complete responses to each question.

A. Responsiveness to RFQ: 30 Points

- (1) Describe how the training will specifically prepare individuals for continued employment or new employment and how the training aligns with Workforce Solutions’ Targeted Occupations and/or the state’s Targeted Industry Cluster Initiative.
- (2) Describe for each short-term training proposed to include name of training/ training program, description of training, the length of the course (e.g., weeks, months) for each training proposed, include a calendar of scheduled start and end dates.
- (3) Describe the credential that will be provided upon completion to include the name of the accreditation agency.
- (4) Describe the mode in which the training will be delivered – in-person, online or a hybrid combination – Bidders should submit detailed information on their methodology for the delivery of the training to be provided. If training is to be provide in-person and/or a hybrid combination, Bidder should provide the location for where the training will take place. Bidders should indicate if the training location is outside of the Heart of Texas counties.

B. Qualifications: 15 Points

- (1) Organizational Structure - Briefly describe your organizational structure and attach a copy of your current organizational chart. Bidders should indicate whether their institution is private-for-profit, private non-profit, public or national apprenticeship.
- (2) Provide a description of your business/school/entity – Bidders should indicate whether your entity is an accredited training provider and provide information on the accrediting agency.

C. Experience: 15 Points

- (1) Provide information on the background, expertise and assignment of Proposer's personnel (and subcontractor personnel, if applicable) who will be assigned to this project, include Resumes and/or jobs descriptions, including educational credentials and licenses and documentation of experience on similar types of projects.
- (2) If subcontractors are to be used, provide evidence of their demonstrated effectiveness. If subcontractors cannot be identified at this time, and are proposed to be used, please submit the qualifications that will be required of subcontractors.

D. Demonstrated Effectiveness/References: 20 Points

- (1) Provide the name of and the number of technical skill trainings you have provided in the past two (2) years.
- (2) Provide three (3) references of businesses or organizations you have provided training for in the last two (2) years. Each reference must be three distinct entities.

E. Cost: 20 Points

Include the proposed cost per individual trained. Ensure the proposed cost is all inclusive (ie. tuition, books, supplies) and provide a breakdown of each cost item.

F. HUB: 5 Points

Historically Under-Utilized Business (HUB) must provide current copy of the certificate.

COVER SHEET and CERTIFICATION

1. Proposing Organization: _____
2. Mailing Address: _____
3. Physical Address (if different): _____
4. Telephone number: _____ Fax Number: _____
5. Contact Person: _____ Title _____
6. E-mail address: _____
7. Signatory Authority: _____ Title: _____
8. Tax/Legal Status:
 - Unit of Government
 - School District
 - Other _____
 - Public, Non-Profit
 - Private, For-Profit
9. Is your organization a Certified Historically Underutilized Business? Yes No
If yes, attach certificate to this page. No points will be given without the certification.
10. If non-profit, is the organization chartered for specific services? Yes No
If yes, please specify. Attach documentation.
11. State of Incorporation: _____ Date Established: _____
Comptroller ID Number: _____ Employer ID Number: _____

ATTACHMENT A
CERTIFICATION OF BIDDER

I hereby certify that the information in this quote and all 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 the Heart of Texas Workforce Development Board, Inc. has assisted in the preparation of this quote. I acknowledge that I read and understood the requirements and provisions of the request for quote and that this organization will comply with all regulations, policies, and other applicable local, state and federal directives for these programs.

I, _____, certify that I am the _____
(title) of the proposer herein, and that I am legally authorized to sign this quote and submit it to the Heart of Texas Workforce Development Board, Inc. on behalf of said organization.

Signature of Authorized Signatory

Date

Printed or Typed Name and Title of Authorized Signatory

**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 quote, 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 quote.

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 quote, 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 quote 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, quote, 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 quote is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this quote 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 quote 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
CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this quote, Proposer covenants and affirms that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Policy Board, the Executive Director, or an employee of Region 12 Education Service Center;
- (2) No manager or paid consultant of the Proposer is married to a member of the Policy Board, the Executive Director, or an employee of Region 12 Education Service Center;
- (3) no member of the Policy Board, the Executive Director or employee of Region 12 Education Service Center owns or controls more than a 10 percent interest in the Proposer;
- (4) No spouse or member of the Policy Board, Executive Director or employee of Region 12 Education Service Center is a manager or paid consultant of the Proposer;
- (5) no member of the Policy Board, the Executive Director or employee of Region 12 Education Service Center receives compensation from Proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Quote any interest, fact or circumstance, which does or may present a potential conflict of interest;
- (7) 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 Region12 Education Service Center and shall immediately refund to Region 12 Education Service Center any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by Region 12 Education Service Center relating to that contract.

Disclosure of Potential Conflict of Interest

Name of Applicant Organization: _____

Name of Authorized Signatory: _____

Title of Authorized Signatory: _____

Signature _____ Date: _____

ATTACHMENT F
CERTIFICATION OF PROPOSER
NON-DISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS

I acknowledge that I have read and understand the following nondiscrimination and equal opportunity provisions Section 188 of the Workforce Innovation and Opportunity Act (WIOA) signed on July 22, 2014 and will comply with applicable local, state and federal regulations and directives implementing these provisions as they apply to programs and activities under the WIOA.

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

Section 188 of the 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 37 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.”

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

of the corporation, partnership, organization, or other entity named as Respondent herein and that I am authorized to sign this quote and submit it to the Heart of Texas Workforce Development Board, Inc. on behalf of said organization by authority of its governing body.

(Signature) (Address) (Phone)

**ATTACHMENT G
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 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 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 tax to the State of Texas.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative/ Date

ATTACHMENT H
ASSURANCES AND CERTIFICATIONS

Applicant warrants and assures:

The information contained in this quote is true and correct.

The costs described in the budget accurately reflect the cost of providing services.

No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a quote under this Request for Quotes has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Heart of Texas Workforce Development Board, or any employee of the Heart of Texas Workforce Development Board for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's quote or any other quote.

No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a quote under this Request for Quotes has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Quotes.

The organization or individual possesses the legal authority to offer this quote.

If the applicant is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the submission of this quote.

No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Quotes because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the Heart of Texas Workforce Development Board (HOTWDB) may utilize information provided outside of this request in evaluating this quote.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the quote at the request of the HOTWDB prior to execution of a contract.

We understand and agree that the HOTWDB has the right to reject any and all quotes and negotiate outside of the terms of this quote.

We understand and agree that the HOTWDB is not required to select the lowest cost quote.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this quote may be justification for rejection of the quote.

Applicant will abide by the rules of the laws, acts, codes, etc. and all applicable rules and regulations promulgated there under, as a condition to award of contract from the Heart of Texas Workforce Development Board with respect to operation of programs or activities and all agreements or arrangements to carry out Board funded programs or activities.

By signing I acknowledge that I agree to these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this quote be accepted for funding.

Signature

Proposing Organization

Typed Name and Title

Date