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**REQUEST FOR QUALIFICATIONS FOR INDEPENDENT EVALUATORS
(RFQ# 13210202)**

ISSUE DATE: MAY 13, 2021
QUESTION/ANSWER PERIOD: MAY 13 – 19, 2021
QUESTIONS RELEASED: MAY 20, 2021
INDEPENDENT EVALUATOR PROPOSALS DUE: MAY 28, 2021 by 12 noon (CST)
EVALUATION PERIOD: JUNE 3 - JUNE 15, 2021

Workforce Solutions for the Heart of Texas (WSHOT) is soliciting interested and qualified individuals to serve as independent evaluators to review and score proposals received for the WIOA Youth Services.

Question/Answer/Release

Independent Evaluator proposers may submit written questions about this RFQ to Margie Cintron at the e-mail address found below. Questions must be submitted by 5 p.m. May 19. The Q/A will be posted on the WSHOT website on May 20, 2021.

Selection Criteria

WSHOT intends to contract with at least three outside evaluators as a result of this RFQ, the contract term period will be from June 3 – June 30, 2021. The selection will be based on the following criteria and scores. Individuals interested in serving as independent proposal evaluators will be evaluated using the following criteria weights and descriptions:

Qualifications – 25 Points

- Knowledge of the workforce system programs and operations. Understanding of the rules and regulations guiding the WIOA Youth Program system as administered by the Texas Workforce Commission and the Department of Labor Must have knowledge of state and federal regulations guiding workforce center budgets, cost principles and fiscal requirements.

Experience Reviewing Proposals – 25 Points

- Professional experience reviewing same or similar type of proposals, – total number of years of experience with WIOA Youth program evaluations, procurement and/or fiscal tasks. Submit Resume that includes three professional references, the number of years should be supported by information included on your resume.

Conflict of Interest – 25 Points

- Are you currently or have you ever been employed by a Local Workforce Development Board or a contractor that has operated and managed any workforce centers in Texas?
- If yes, which Board or Contractor, Dates of employment, If Board the Name of the Operations and Management Contractor for that Board during the time you were employed.
- No real or apparent conflict of interest in reviewing proposals with vendors. If the Proposer finds that there is conflict of interest, the Proposer will immediately recuse themselves from the evaluation. [SEP]
- Ability to sign code of conduct, non-disclosure, and conflict of interest forms.

Availability – 25 Points

- Available to review/score proposals from June 3 – June 15, 2021.

- Submit completed evaluation instruments for all proposals no later than **12:00 noon on June 14, 2021**.
- Available for a conference call on June 15, 2020 to justify any score which is more than 5 standard deviations from the mean.

Compensation

Selected evaluators will be paid \$500.00 for each proposal thoroughly evaluated, including time on the possible conference call.

Response

Interested individuals must submit a cover letter addressing each of the criteria listed above and an abridged resume, which highlights experience and key qualifications by **12:00 pm (Noon), Friday, May 28, 2021**. E-mail delivery is acceptable as well as public or private postal services, please address to:

Workforce Solutions for the Heart of Texas
 ATTN: Margie Cintron
 801 Washington Avenue, Suite 700
 Waco, Texas 76701
 254-855-6543
 jcintron@grandecom.net

RFP# 13210101 for WSHOT's Workforce Innovation and Opportunity Act (WIOA) Youth Services is available at: <https://www.hotworkforce.com/home/about-us/business-opportunities/>

Appeals Process

All proposers will be notified through written notification or through email of the final selection of qualified independent evaluators within 5 working days of the decision of the Board. Individuals 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 name, address, email address, and phone number (of the appealing party(ies); and (2) the specific grounds of the appeal. The Notice of Appeal maybe sent by e- mail or hand delivered (a receipt will be issued) and addressed to:

Heart of Texas Workforce Development Board, Inc.
 Attn: Aquanetta Brobston, Manager of Quality Assurance.
 801 Washington Avenue, Suite 700
 Waco, Texas 76701
 Dated Material Enclosed
 Or emailed to
aquanetta.brobston@hotworkforce.com

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 and time of the Informal Hearing.

Sequence of Submission

The proposal should be submitted with elements in the following order:

1. Proposal cover sheet (Attachment A)
2. Proposal Narrative (Attachment B)
3. Professional Resumes
4. Certification Regarding Debarment, Drug-Free Workplace and Lobbying (Attachment C)
5. Certification Regarding Franchise Tax, as applicable (Attachment D)
6. Certification Regarding Conflict of Interest (Attachment E)
7. Assurances and Certifications (Attachment F)
8. Certification of Proposer Non-Discrimination and Equal Opportunity Provisions (Attachment G)

Attachment A Proposal Cover Sheet

PROPOSAL COVER SHEET

Name	
Mailing Address	
Phone Number	
Type of Organization	
Federal Employer ID or Social Security Number	
Texas State Comptroller ID	
WSHOT Workforce Board RFQ	Request for Independent Evaluators for the WIOA Youth Program
Total Budget	\$500.00 per proposal evaluated
Performance Period	June 3, 2021 – June 15, 2021
Name and Title of Authorized Signatory	
Signature and Date	

ATTACHMENT B – PROPOSAL NARRATIVE

Please address the following criteria areas in your response:

Qualifications – 25 Points

- Address your knowledge of the workforce system programs and operations and understanding of the rules and regulations guiding the WIOA Youth Program system as administered by the Texas Workforce Commission and the Department of Labor. Describe your knowledge of state and federal regulations guiding WIOA program budgets, cost principles and fiscal requirements.

Experience Reviewing Proposals – 25 Points

- Describe your professional experience reviewing same or similar type of proposals, – total number of years of experience with WIOA Youth program evaluations, procurement and/or fiscal tasks. Submit Resume that includes three professional references, the number of years should be supported by information included on your resume.

Conflict of Interest – 25 Points

- Are you currently or have you ever been employed by a Local Workforce Development Board or a contractor that has operated and managed any workforce centers in Texas?
- If yes, which Board or Contractor, Dates of employment, If Board the Name of the Operations and Management Contractor for that Board during the time you were employed.

Availability – 25 Points

- Please note if you are available to review/score proposals from June 3 – June 15, 2021.
- Do you agree to submit completed evaluation instruments for all proposals no later than **12:00 noon on June 14, 2021**.
- Please note if you can be available for a conference call on June 15, 2021, if needed, to justify any score which is more than 5 standard deviations from the mean.

Compensation

- Do you agree to the compensation of \$500.00 per proposal?

ATTACHMENT C

Certifications Regarding Lobbying, Debarment, Suspension And Other Responsibility Matters, Ad Drug-Free Workplace Requirements

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

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

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

* * * * *

Debarment, Suspension and Other Responsibility Matters: This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

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

* * * * *

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Heart of Texas Workforce Development Board, Inc. in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Signature Date _____

Title _____

Attachment D

Certification Regarding Texas Corporate Franchise Tax

**CERTIFICATION REGARDING TEXAS CORPORATE
FRANCHISE TAX**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

The subcontracting entity is a for-profit corporation and certifies that 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 E
Certification Regarding Conflict Of Interest

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

- (1) No manager, employee or paid consultant of the Applicant is a member of the Board, or a manager of the Board;
- (2) No manager or paid consultant of the Applicant is a spouse to a member of the Board or a manager of the Board;
- (3) No member of the Board or an employee of the Board owns or controls more than ten percent (10%) in the Applicant;
- (4) No spouse of a member of the Board or employee of the Board is a manager or paid consultant of the Applicant;
- (5) No member of the Board, President, or employee of the Board receives compensation from Applicant for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Applicant has disclosed within the Proposal any interest, fact or circumstance that does or may present a potential conflict of interest;
- (7) Should applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest. Applicant shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Board and shall immediately refund to the Board 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 the Board relating to that contract.

Name of Applicant: _____

Name/Title of Authorized Signatory: _____

Signature: _____

Date: _____

Attachment F
Assurances and Certifications
ASSURANCES AND CERTIFICATIONS

Applicant warrants and assures:

The information contained in this proposal 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 proposal under this Request for Proposals has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Heart of Texas Workforce Development Board, Inc., or any employee of the Heart of Texas Workforce Development Board, Inc. for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's proposal or any other proposal.

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

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

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 proposal.

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 Proposals because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the Board may utilize information provided outside of this request in evaluating this proposal.

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 proposal at the request of the Board prior to execution of a contract.

We understand and agree that the Board has the right to reject any and all proposals and negotiate outside of the terms of this proposal.

We understand and agree that the Board is not required to select the lowest cost proposal.

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

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 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 proposal be accepted for funding.

Signature Proposing Organization

Typed Name and Title Date

Attachment G

**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 proposal 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)

Workforce Solutions for the Heart of Texas 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).