



REQUEST FOR PROPOSAL

Issued by

HEART OF TEXAS WORKFORCE DEVELOPMENT BOARD, INC.

For

**LEASE SPACE FOR WORKFORCE SOLUTIONS CENTER
IN WACO, MCLENNAN COUNTY, TEXAS**

RFP #13220301

Bids to be Submitted to the:

Heart of Texas Workforce Development Board, Inc.

801 Washington Avenue, Suite 700

Waco, TX 76701

www.hotworkforce.com

Issue Date: August 1, 2022

Bidder's Conference: August 23, 2022, 1:00 PM

Bid Due Date and Time: September 1, 2022, 1:00 PM

Evaluation Period: September 1 – September 9, 2022

Notice of Award: September 20, 2022

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).

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PURPOSE AND BACKGROUND INFORMATION

Purpose

The Heart of Texas Workforce Development Board, Inc., (the Board) is soliciting proposals for lease space for a **workforce solutions center to be located in Waco, McLennan County, Texas**. The purpose of this Request for Proposal is to identify the best site to provide workforce service programs in McLennan County.

This Request for Proposal is being done in compliance with the Texas Workforce Commission's Financial Manual for Grants and Contracts (FMGC), which compiles federal, state and agency requirements that apply to recipients of TWC funds. The method of procurement is the Competitive Proposal Method (see TWC FMGC, Chapter 14, Section 14.12). 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 bidder. A bidder may submit separate bids on different locations. Each bid must conform and be responsive to the specifications that follow. The contract executed as a result of this RFP will be a fixed priced contract.

The Heart of Texas Workforce Development Board, Inc. (the 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.

Background

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. The Board is organized as 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, resident, and job seekers. An essential goal of the Board is the development and implementation of coordinated activities among local workforce system programs.

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 Solutions Center where all workforce development services are initiated.

Workforce development services under programs administered by the Board are delivered through a network of one-stop career centers, commonly known as workforce solutions

centers, which serve as hubs connecting job seekers and employers. The six-county area served by the Heart of Texas Workforce Development Board, Inc. includes Bosque, Falls, Freestone, Hill Limestone and McLennan counties.

Workforce solutions center customers access an array of services through these centers, including, but not limited to:

- Public access to computers, online job sites, copiers, fax machines, telephones, etc. for self-help job seeking services
- Job fairs
- Job search workshops
- Career and labor market information
- Information on area training programs and providers
- Assistance with unemployment insurance claims
- Career counseling
- Case management
- Job development and placement assistance
- Skill testing and assessment
- Eligibility determination for workforce programs
- Referrals to other community resources
- Financial assistance for education and training
- Supportive services (e.g. child care, transportation, emergency assistance, etc.)
- Each workforce solutions center provides space for staff, public reception area, public resource room, computer labs, classroom space, and storage.

The McLennan County Workforce Solutions Center, located at 1416 S. New Road, Waco, Texas, maintains hours of operation Monday through Friday - 8am-5pm.

EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria and possible points:

- A. Proposed Facility - 45 Points**
- B. Reasonableness of Cost - 45 Points**
- C. Other - Value Added - 10 Points**
- D. HUB - Points - 5**

A minimum aggregate average score of 75 points is required to be considered for selection.

STATEMENT OF NEED

This section provides an explanation of facility lease needs, requirements, and specifications. Costs associated with preparing the facility (build-out, renovations, wiring, etc.) will be the responsibility of the building owner/landlord, with costs being built into and amortized over the period of the lease. Building owner/landlord shall be responsible for contracting and managing all aspects of building renovations in consultation with the Administrative Staff for the Board (Board Staff).

CRITERIA A – FACILITY - 45 POINTS - Bidders should address the following requirements in a site/floor plan:

Location:

Office space is to be located within Waco, Texas and shall be in a location that is properly zoned to allow usage **and** shall comply with all local, state, and national codes, ordinances and regulations governing the class of facility, as interpreted by the inspecting authority(ies).

Facility must be proximate to a major thoroughfare with easy access for the areas of the city where the larger percentages of the population live. In addition, facility must be served by major public transportation.

Specifications and Requirements:

- Approximately 35,000 to 40,000 square feet in a location that is appropriately zoned for office usage.
- Qualifications/experience of key management and professional personnel.
- The preferred property design would ensure maximum utilization of space, optimal customer flow, and minimization of on-going maintenance and utility costs with a strong preference for green/energy efficient building practices, materials, and systems.
- Heating and air conditioning systems should allow for independent operation for zones within property to eliminate unnecessary heating/cooling, when only a portion of the property is in use. Operation and metering of utilities must be separate if the property is part of a multi-unit property.
- If a proposal is for renovation of an existing facility, the proposer will be required to have the building surveyed by a licensed hazardous materials surveyor before making any renovations, repairs, alterations, or modifications at no cost to the Board. Any hazardous materials abatement will be the responsibility of the proposer and may not be included in the lease cost. Existing facilities will also be required to be renovated to meet current Texas Accessibility Standards and Americans with Disabilities Act standards, as evidenced by a review conducted by a Texas Registered Accessibility Specialist. Any associated costs will be the responsibility of the proposer and must be identified separately in the proposal. Inclusion of these costs in the lease is acceptable; however, it will also be a consideration in evaluation of the proposal. Proposer must

provide a current Certificate of Occupancy and/or evidence and the results of a code compliance inspection by the City of Waco or an independent, licensed third-party.

Exterior of Facility must have the following:

- If applicable, shrubs, grass, landscaping, and automatic irrigation system shall be provided and maintained by the builder/owner.
- Site must have a designated dumpster location.
- Privacy fence must be provided around electrical transformers and/or air conditioning units.
- Paved, off-street parking for up to 160 cars (refer to City of Waco Zoning and Ordinances Section 28-1021(14). Parking area must have sufficient curb cuts and ramps in the parking and drop-off areas as required by Texas Accessibility Standards (TAS 4.7.1).
- The site and building design must conform to the Technical Requirements of the Americans with Disabilities Act (ADA), entitled the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Reference requirements as set forth in 28 CFR Part 36, as well as the Texas Accessibility Standards 2012, whichever is more restrictive for the elements required to be accessible within this site/facility. This will include, but is not limited to, accessibility to the site (including distributed accessible parking and accessible routes to building entrances), building entrances, access to common-use areas such as lobbies, corridors, meeting rooms, or resource rooms, public telephones, and water fountains, vending and break areas, and fully accessible rest rooms.
- Adequate accessible entrances as required by TAS 4.13 and 4.14.1 and 4.13.11.
- Exterior of the building should be attractive, quality construction with brick veneer or an alternative acceptable to the Board.
- Sign indicating Workforce Solutions Center location must be visible to the general public.

Interior of Facility must have the following:

- Interior finishes provided (carpet, resilient flooring, ceramic tile, cove base, vinyl wall coverings, paint, ceiling systems, and interior sign) shall be commercial quality and be recently updated.
- Office/Cubicle/Computer Labs must be wired to accommodate computer stations, and Voice Over Internet Protocol (VoIP) telephones.
- Storage Rooms for computer server & related equipment must have separate temperature control.
- Facility must be hazardous materials-free, or a hazardous materials-managed environment in compliance with the Texas Department of Health, and must comply with Fire Codes, and ADA. ADA compliance is mandatory. Elevator is required for multi-story facility.

Please indicate in a floor plan the following facility requirements:

Minimum Quantity	Description and/or Intended Use
1	Reception Area
2	Waiting Area
1	Computer Lab to accommodate 35 Computer Work Stations/6 Printers
1	Computer Lab to accommodate 15 Computer Work Stations
1*	Classroom/Meeting Room to accommodate 60 individuals (inc. tables and chairs)
1*	Classroom/Meeting Room to accommodate 75 individuals (inc. tables and chairs)
2*	Classroom/Meeting Room to accommodate 20 individuals (inc. tables and chairs)
5	Classroom/Meeting Room to accommodate 15 individuals (inc. tables and chairs)
3	Conference Area to accommodate 10 individuals (inc. tables and chairs)
2	Kitchen Area/Break Room
1	Children's Play Area
1	File Room
4	Men's Restroom
4	Women's Restroom
1	Vending Machine Area
90**	Office
3	General Storage Room or Closet
4	Copy/Fax (for full-size Network Copy Machines and Analog Fax Machines)
1	Computer Server Storage (separate temperature control)

* These classroom/meeting rooms must be pre-wired to accommodate Audio/Visual Equipment.

** Offices may be configured as stand-alone offices or a combination of offices and cubicles provided that no more than 45% are cubicles.

CRITERIA B - REASONABLENESS OF COST - 45 POINTS

Base lease/rent amount per square foot (includes landscaping, and maintaining grass and shrubs, repair and maintenance of plumbing, electrical, HVAC, roof, foundation, flooring, elevators, doors, corridors and windows and other structures or equipment serving the facility, annual inspections of fire alarms and fire extinguishers, pest control, security, and

any items considered long-lived assets. Such costs shall not be the responsibility of the Board). **PLUS, one of two options:**

Option 1 – Board pays for all utilities **or**

Option 2 – Landlord provides and pays for all utilities (except telephones)

- The Board reserves the option to review and renew the lease contract **annually** for five (5) years and the option to renew for an additional five (5) year period for a total of ten (10) years without competitive procurement. The Board reserves the right to consider longer lease terms based on favorable pricing and contract terms.
- Lease provisions will include an early termination clause (without penalty) should the Board suffer a loss of its public funding.
- Facility will be ready for occupancy, with all site requirements, on or about December 2022, or a reasonable negotiated time following award of lease agreement.
- Restrictions the landlord will require for the tenant – (submit draft copy of proposed lease).
- The costs of relocation will be factored into cost reasonableness.

CRITERIA C – OTHER VALUE ADDED – 10 POINTS

Proposers are encouraged to include and identify any value added beyond the minimum requirements that are favorable to the Board, such as higher than minimum requirement amenities. Proposers must be specific and may include a dollar value or estimate.

CRITERIA D - HUB – 5 POINTS

Must submit copy of valid Historically Underutilized Business Certification to receive points.

METHOD OF BID EVALUATION

The activities 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 independent review team.

Evaluation of Proposals – The evaluation process will include the following steps:

- Step 1 –Determination of responsiveness of each proposal received in terms of the requirements and specifications contained in this RFP will be initially done. Proposals deemed as non-responsive will not be considered for review/selection/award.
- Step 2 – Responsive proposals will be evaluated and scored using a standardized instrument listing the criteria contained in this RFP. Independent Reviewers will be taken on coordinated site visits to correlate submitted site and floor plans and for any

applicable Q/A.

- Step 3 – Scores will be totaled, and a rank of proposals will be determined. Proposals not meeting the aggregate minimum of 75 available points are deemed outside the competitive range and not considered for funding.
- Step 4 – Review team will make its recommendation.
- Step 5 – Board staff will notify all proposers of their selection or non-selection through a formal award letter. Negotiations will begin with the top ranked proposals.

INFORMATION ABOUT PROCUREMENT PROCESS AND INSTRUCTIONS FOR SUBMITTING PROPOSALS

The attached materials are provided to describe detailed activities, which need to be completed for submission of a proposal. Please submit bid proposal in the following order, bids must include Attachments and the Exhibits to be considered responsive.

PROPOSAL COVER SHEET

EXHIBIT A	APPLICATION AND INSTRUCTIONS
EXHIBIT B	SITE/FLOOR PLAN SPECIFICATIONS
ATTACHMENT A	CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS
ATTACHMENT B	CERTIFICATION REGARDING DRUG-FREE WORKPLACE
ATTACHMENT C	CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, LOANS AND COOPERATIVE AGREEMENT
ATTACHMENT D	CERTIFICATION REGARDING CONFLICT OF INTEREST
ATTACHMENT E	ASSURANCES AND CERTIFICATIONS
ATTACHMENT F	CERTIFICATION OF PROPOSER

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. Bidder may request the forms via e-mail or supply diskette for copy. The Request for Proposal will also be posted on the Board's website.

PRE-PROPOSAL CONFERENCE

A Pre-proposal Conference will be held on **August 23, 2022**. This meeting will begin at **1:00 PM** and will be held in-person at the McLennan County Workforce Solutions Center, Room 129, 1416 S. New Road, Waco, TX 76711. Bidders unable to attend the conference may submit questions in advance. Questions may be submitted prior to the bidders' conference

by email to erin.dosher@hotworkforce.com. Only written questions will be accepted.

The question-and-answer document will be prepared and provided to all RFP requestors within five (5) working days after the conference. The Q/A document will also be available on the Board's website at www.hotworkforce.com. Board staff may not provide individual assistance in writing proposals; only technical questions will be answered. This conference offers potential bidders the only opportunity to obtain guidance on the scope and nature of the RFP or to ask other technical questions concerning this solicitation. Questions regarding this solicitation will not be responded to after the bidders' conference.

Heart of Texas Workforce Development Board, Inc.
Erin Doshier, Procurement Officer
erin.dosher@hotworkforce.com

DEADLINE FOR PROPOSAL SUBMISSION

The deadline for submission in response to this Request for Proposal (RFP) is **September 1, 2022 (Thursday) by 1:00 PM**. All responses must be received by that date and time to be considered on time. 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. One Original and four (4) copies (paper printed) of each bid must be received no later than 1:00 PM, CST. In addition to the paper copies bidders must also submit an electronic version of their bid via email. The electronic copy must also be received no later than 1:00 PM, CST on September 1st in order to be considered. Bids received after the indicated date and time will not be accepted or considered for award. Timely delivery of bids is the sole responsibility of the offeror. No exceptions will be made. Completed proposals must be submitted by mail or delivered in person to:

Heart of Texas Workforce Development Board, Inc.
Attn: Erin Doshier, Procurement Officer
801 Washington Avenue, Suite 700
Waco, TX 76701
Email the electronic version to:
erin.dosher@hotworkforce.com

All documents must be legible, complete, and fully assembled. Please mark the outside of the envelope with the number of this RFP #13220301 - Lease Space for Workforce Solutions Center in Waco, McLennan 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 the Board).

WITHDRAWAL OF PROPOSALS

The applicant or his/her authorized representative identified in Attachment A and the Cover Sheet may withdraw proposals prior to scheduled closing time of receipt of bids.

TIMELINE FOR RFP PROCESS

- Issue Date: August 1, 2022
- Bidder's Conference: August 23, 2022, 1:00 PM, CST
- Bid Due Date and Time: September 1, 2022, 1:00 PM, CST
- Evaluation Period with Site Visits: September 1 – September 9, 2022
- Evaluation Team's Recommendation: September 15, 2022
- Notice of Award: September 20, 2022
- Negotiations and Final Execution of Lease Contract: September 20 – September 30, 2022 (tentative dates)

GENERAL CONDITIONS

1. 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 constructed 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 the Board.
2. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or in its entirety.
3. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with bidders selected.
4. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
5. Proposer 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.
6. 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.
7. Proposer shall not engage in any activity that restricts or eliminates competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
8. Any bidder may withdraw his/her 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.

9. All contracts are contingent upon availability of funds from the U.S, Department of Labor and/or Texas Workforce Commission.
10. No contract may be awarded until bidder has complied with Executive Order 1254929CRF, 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).
11. Proposal must be manually signed by a person having the authority to bind the organization in a contract. (See Attachment A).
12. 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.
13. The Board reserves the option to review and renew the lease contract **annually** for five (5) years and the option to renew for an additional five (5) year period for a total of ten (10) years without competitive procurement. The Board reserves the right to consider longer lease terms based on favorable pricing and contract terms.
14. 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.
15. Heart of Texas Workforce Board, Inc. is an equal opportunity employer/program and complies fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Opportunity Act (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 basis 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.
16. The Board 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 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.
17. 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:

Aquanetta Brobston
Quality Assurance/EO Officer
801 Washington Ave., Suite 700
Waco, TX 76701

Dated Material Enclosed

18. 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. 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.
19. 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 proposal evaluation process, and help unsuccessful respondents 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 proposals. The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

PROPOSAL COVER SHEET
Lease Space for Workforce Solutions Center in McLennan County
RFP #13220301

Name of Organization	
Mailing Address	
City/State/Zip Code	
Authorized Representative-Contact	
Telephone Number	
Fax Number	
Email Address	
Federal Employer ID Number	
State Comptroller ID Number	
HUB	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES: Certification No. _____ Certifying Agency: _____ Attach a copy of current certification.
Type of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other (describe)
Square Foot Price:	
Lease Start Date:	
Name & Title of Authorized Signatory	
Signature and Date	

EXHIBIT A – APPLICATION and INSTRUCTIONS

A. Facility – 45 Points

Please Submit as Exhibit B Site/Floor Plan or answer in this space to indicate:

Location:

- Physical Address of Proposed Facility – Zoning for location
- Year Facility Built
- Major thoroughfares or intersections
- Where facility is in relation to a public transportation stop. Please include the location of the stop and the distance from the stop to the building's main entrance.

Specifications and Requirements:

- Available square feet
- Qualifications/experience of key management and professional personnel
- Property design that ensures maximum utilization of space, optimal customer flow
- Describe any green/energy efficient building practices, materials, and systems.
- Describe the Heating and air conditioning systems that allow independent operation for zones
- Describe the operation and metering of utilities indicating if they are separate and if the property is part of a multi-unit property.

Address each requirement of the Exterior of Facility:

- Landscaping surrounding property, if applicable
- Designated dumpster location
- Aesthetics of the electrical transformers and air conditioning unit systems
- Indicate number of available parking slots including handicapped accessible parking spaces that comply with ADA, and whether the parking spaces are for workforce solutions center exclusive use or are common spaces to be shared with other tenants or the public.
- Exterior of the building proposed
- Sign indicating the Workforce Solutions Center location must be visible to the public

Address each requirement of the Interior of Facility:

- Interior finishes proposed
- Office/Cubicle/Computer Labs and whether they will be wired to accommodate computer stations, and telephones
- Storage Rooms for computer server & related equipment and whether they have separate temperature control

- Facility and whether it is in compliance with the Texas Department of Health, Fire Codes, and ADA

On the floor plan show:

Minimum Quantity	Description and/or Intended Use
1	Reception Area
2	Waiting Area
1	Computer Lab to accommodate 35 Computer Work Stations/6 Printers
1	Computer Lab to accommodate 15 Computer Work Stations
1*	Classroom/Meeting Room to accommodate 60 individuals (inc. tables and chairs)
1*	Classroom/Meeting Room to accommodate 75 individuals (inc. tables and chairs)
2*	Classroom/Meeting Room to accommodate 20 individuals (inc. tables and chairs)
5	Classroom/Meeting Room to accommodate 15 individuals (inc. tables and chairs)
3	Conference Area to accommodate 10 individuals (inc. tables and chairs)
2	Kitchen Area/Break Room
1	Children's Play Area
1	File Room
4	Men's Restroom
4	Women's Restroom
1	Vending Machine Area
90**	Office
3	General Storage Room or Closet
4	Copy/Fax (for full-size Network Copy Machines and Analog Fax Machines)
1	Computer Server Storage (separate temperature control)

* *These classroom/meeting rooms must be pre-wired to accommodate Audio/Visual Equipment.*

** *Offices may be configured as stand-alone offices or a combination of offices and cubicles provided that no more than 45% are cubicles.*

If any of the above requirements cannot be met, please indicate in this section which requirements are not found in Exhibit B.

B. Reasonableness of Cost – 45 Points

Please submit cost that includes:

Indicate the Base lease/rent amount per square foot (includes landscaping, and maintaining grass and shrubs, repair, and maintenance of plumbing, electrical, HVAC, roof, foundation, flooring, elevators, doors, corridors and windows and other structures or equipment serving the facility, annual inspections of fire alarms and fire extinguishers, pest control, security, and any items considered long-lived assets Such costs shall not be the responsibility of the Board). Indicate which of the **two options you are submitting:**

Option 1 – Board pays for all utilities **or**

Option 2 – Landlord provides and pays for all utilities (except telephones)

Address your willingness to comply with the following requirements:

- The Board reserves the option to review and renew the lease contract **annually** for five (5) years and the option to renew for an additional five (5) year period for a total of ten (10) years without competitive procurement. The Board reserves the right to consider longer lease terms based on favorable pricing and contract terms.
- Lease provisions will include an early termination clause (without penalty) should the Board suffer a loss of its public funding.
- Facility will be ready for occupancy, with all site requirements, on or about December 2022, or a reasonable negotiated time following award of lease agreement.
- Restrictions the landlord will require for the tenant – (submit draft copy of proposed lease).
- The costs of relocation will be factored into cost reasonableness.

C. Other – Other Value Added – 10 Points

Proposers are encouraged to include and identify any value added beyond the minimum requirements that are favorable to the Board, such as higher than minimum requirement amenities. Proposers must be specific and may include a dollar value or estimate.

D. HUB (For Historically Under-utilized Businesses with a valid certification) – 5 Points

EXHIBIT B – SITE/FLOOR PLAN SPECIFICATIONS

**ATTACHMENT A
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 B
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 C
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 D
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 E
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

ATTACHMENT F
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 and the administrative, management and financial systems of this organization. I certify that no employee of the Heart of Texas Workforce Development Board, Inc. has assisted in the preparation of this proposal.

I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization will comply with applicable local, state and federal regulations and directives in the implementation of the program. I also certify that I have read and understand the Governing Provisions and Limitations section presented in this RFP and will comply with the terms.

This proposal is a firm offer for a minimum of 90 days.

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)