



Request For Proposals

For

**The Leasing of Office Space for the Purpose of Providing Workforce
Services in Crystal City, Texas**

Released by the

WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD

On October 30, 2023

Proposals due Friday, November 17, 2023 [by 12:00 NOON]

**Workforce Solutions Middle Rio Grande Board
216 West Main Street, STE B
Uvalde, Texas 78801
Mailing Address: P. O. Box 760
Uvalde, Texas 78802-0760
(830)591-0141**

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INTRODUCTION

The Workforce Solutions Middle Rio Grande Board is a local governmental organization comprised of up to 37 members. The majority of the members of the Board are from the private sector. The balance of the membership of the Board is composed of representatives of educational agencies, literacy organizations, organized labor, rehabilitation services, community-based organizations, economic development agencies, the State human services agencies, and the public employment service. The Board is responsible for the administration, planning, evaluation and oversight of the workforce system in the Middle Rio Grande region.

The Board is certified by the Governor of the State of Texas as a workforce development board under the federal Workforce Investment Act and the Texas Workforce Investment Act. The Board, in partnership with the Chief Elected Officials, provides strategic and operational planning, policy guidance and oversight for workforce development in the Workforce Solutions Middle Rio Grande Area.

The nine-county Middle Rio Grande Region of Texas is a 14,333 square mile area located in Southwest Texas, on the Texas - Mexico border. The region has a total population of 170,315 according to the Texas State Data Center estimates for 2014, with 15 incorporated cities and 22 unincorporated communities. The region encompasses the counties of Dimmit, Edwards, Kinney, La Salle, Maverick, Real, Uvalde, Val Verde and Zavala. Approximately 70% of the population live in incorporated areas; 50% of the total population live in the larger communities of Del Rio, Eagle Pass, and Uvalde.

The Workforce Solutions Middle Rio Grande Board is an equal opportunity employer and auxiliary aids and services may be made available upon request to individuals with disabilities.

The Texas Workforce Commission (TWC) contracts with the Board to deliver services through an integrated system of workforce centers. The workforce centers are the primary vehicle through which employers and residents of the area access employment and training programs and services. These programs and services are described elsewhere in this document.

VISION

The vision which the Workforce Solutions Middle Rio Grande Board (Board) will pursue in its endeavors is of a region in which all residents have the greatest possible opportunity for full and effective economic participation, private enterprise has the maximum opportunity to grow and develop in an orderly manner, and public services are organized and delivered in the most efficient and cost effective manner possible; a region in which all people have the greatest possible opportunity for economic advancement, businesses have the broadest possible opportunity to grow and develop, and government has the highest possible capacity to provide quality public service without constituting a burden on either the people or the economy

The Board has determined that the best way to serve job seekers is to provide employer-driven workforce development services. These services focus on employers' need for a knowledgeable, skillful workforce to help business become productive and competitive both

locally and in the global market. Job seekers benefit from this perspective as more employment opportunities become available to job seekers through business success and growth resulting in increased employer participation in the workforce system and increase employment opportunities for job seekers. The One Stop Services contractor will be charged with assisting the Board in its implementation of an employer driven One Stop Services.

MISSION

The mission of Workforce Solutions Middle Rio Grande (WSMRG) is to assure the creation of a systematic, integrated system within the Middle Rio Grande Workforce Development Area through which its residents have access to quality employment and employment related education and training services, and its employers, public and private, can find skilled and productive workers, access services to upgrade the skills, productivity and competitiveness of incumbent workers, and assistance in creating new and expanded employment opportunities.

BOARD GOALS

Goal One: Develop a local employment and training system where employers and job seekers choose the workforce center system as the first choice in meeting their employment needs.

Objectives:

1. To develop a fully functioning one stop career center system that streamlines employment related services and provides services to all job seekers and employers in a hassle free, user friendly environment driven by customer need.
2. Increase the availability of services in the region.
3. Enhance the quality of services in the region.

Goal Two: The workforce of the Middle Rio Grande Workforce Development Area will possess the necessary skills and education to meet present and future needs of employers.

Objectives:

1. To develop and maintain an employment and training system that produces qualified applicants with the necessary skills to fill existing and future jobs.
2. To improve relations with the employer community and better understand their needs.
3. To enhance the workforce development area's employment opportunities.
4. To help improve the quality and quantity of training opportunities for residents
5. To enforce accountability for placement among education and training providers for the customers they serve.
6. To listen to workforce investment system partners to learn the workforce needs of the community and address these needs through improvements in workforce center service delivery

Goal Three: The Board will develop a collaborative partnership between education, business, economic development and the community in general to address the skill requirements of the current and emerging workforce.

Objectives:

1. Ensure that all students are provided with opportunities to develop high levels of academic and technical competence.
2. Provide opportunities for all students to gain practical work and learning experience outside of the classroom.
3. Assist eligible youth to make informed career choices by offering a broad variety of career exploration opportunities involving business, industry, parents, teachers, counselors, administrators and community organizations.
4. Create a core service mix that is sequential, comprehensive, and includes strong work ethics, workplace foundation skills, and value-added occupational skills training.
5. Establish a workforce development structure that assures the integration of economic development and workforce development.
6. Attract broader community and economic development resources to improve economic opportunities in the region.

Goal Four: Ensure the success of workforce development programs through accountability, evaluation, and a rigorous continuous improvement.

Objectives:

1. All workforce development performance criteria will be exceeded by WFMRG contractors.
2. Establish and maintain a data analysis and reporting capability to keep the Board apprised of the program successes and areas in need of improvement.
3. Create and access staff development opportunities

For additional information on the Board's strategies for workforce development programs please see the Board's Integrated Plan which can be obtained by contacting Elizabeth Sifuentes, Executive Director, P.O. Box 760, Uvalde, Texas , 78802-760, (830) 591-0141.

PART 1: PURPOSE AND LOGISTICS

ACTIVITIES AND SERVICES BEING SOLICITED

The purpose of this Request for Proposal (RFP) is to procure office space in order that our contracted Operator, Middle Rio Grande Development Council, can manage and offer workforce and other services to the citizens of Zavala County, Crystal City, Texas. Programs that will be delivered utilizing this facility will include but will not be limited to the following: Workforce Innovation Opportunity Act, Temporary Assistance to Needy Families (TANF)/Choices, Supplemental Nutritional Assistance Program, Trade Adjustment Assistance Act programs, Veterans Services, Wagner-Peyser, and Vocational Rehabilitation Services.

The Board has established a workforce development service delivery network comprised of six workforce centers strategically located throughout the nine-county region. Five of these locations (Dimmit, Maverick, Uvalde, Val Verde, and Zavala Counties) are TWC certified one-stop centers. One location, La Salle, is a partial service center. Each center provides universal access to employment services and programs. Each center offers three tiers of

service including self-directed, guided, and specialized services designed to assist employers to access a qualified work-ready pool of applicants, and to assist job seekers to obtain employment and training as needed.

The Workforce Board wants to enter into a new lease with the selected landlord as early as feasible after a proposal is selected. The Board will negotiate a new lease start and end date depending on any buildout period required for the facility to be prepared for occupancy

The RFP contains the background, requirements, instructions, and references to information necessary to prepare a proposal to provide requested services.

PROPOSAL DEADLINE

The deadline for proposals is **12:00 NOON November 17, 2023**. Proposals must be officially received by this deadline. Official receipt of proposals will be by entry on the Workforce Solutions Middle Rio Grande Board's log of proposals received, and a receipt form issued by the Board, if requested. Proposers who mail a proposal will be sent a copy of this receipt form upon request. **Faxed or e-mailed proposals are not acceptable**. Proposals received **after the due date and time will not be accepted** or reviewed. Timely delivery of proposals to the Board is the sole responsibility of the proposer. Proposals may be mailed or hand-delivered.

Hand Deliver to: **Elizabeth Sifuentes, Executive Director
Workforce Solutions Middle Rio Grande Board
216 West Main Street, STE B
Uvalde, Texas 78801**

Mail to: **Elizabeth Sifuentes, Executive Director
Workforce Solutions Middle Rio Grande Board
P.O. 760
Uvalde, TX 78802-0760**

PROCUREMENT SCHEDULE

The procurement schedule is presented below. These dates are tentative and subject to change. Bidders will be notified of any changes.

RFP Release Date	October 30, 2023
Proposal Due Date	November 17, 2023 @ 12:00 Noon
Proposal Review	November 20, 2023
Contract Negotiation Period	November 20, 2023 – November 30, 2023
Contract Period Begins	December 15, 2023, unless buildout is necessary

CONTRACT TERMS

It is anticipated that the Workforce Solutions Middle Rio Grande Board (WSMRGB) will enter into a five-year contract to lease the office space offered by the successful bidder. There will also be an opportunity for renewals once the five-year contract period is complete.

The Workforce Solutions Middle Rio Grande Board is requesting proposals to include up to 2,500 square feet for the workforce services in Crystal City/Zavala County. Respondents may obtain a sketch of ideal space needed by the WFSMRGB by requesting a floor layout. Contact Elizabeth Sifuentes at betty.sifuentes@wfsmrq.org or call 830-591-0141.

If the successful bidder requires a build out period, additional time can be negotiated upon the award of the contract.

QUESTIONS AND TECHNICAL ASSISTANCE

Any questions that a bidder may have pertaining to this "RFP" should be directed to Ms. Elizabeth Sifuentes, Executive Director of Workforce Solutions Middle Rio Grande. Ms. Sifuentes can be reached at her office at 830-591-0141. In the event you cannot reach her please contact Ms. Rosie Lozano, Assistant Executive Director, at 830-486-7507. Email questions to:

Elizabeth Sifuentes, Executive Director
Workforce Solutions Middle Rio Grande Board
P.O. Box 760
Uvalde, Texas 78802
Email: betty.sifuentes@wfsmrq.org

All potential bidders must not contact any Board Members, Staff, subcontractors, or associated parties who are all precluded from entertaining questions concerning the proposal or this procurement process. Violation of this provision may be grounds for disqualifying the proposer.

PROPOSAL REVIEW AND SELECTION PROCESS

The proposal review process is a tool to assist the Board in determining which proposing entity has the qualifications and proposed approach to provide the requested services and therefore should be considered for contract negotiations. The final decision for awarding a contract rests solely with the Board.

A. Minimum Standards of Review. A proposal must meet the following minimum standards before being reviewed and considered for funding:

1. Timely submission -- **Submit one paper original with signatures and one paper copy.**

2. Format and completeness -- Proposers must comply completely with proposal instructions, submit the required information, present the information in the required format, have no missing elements (i.e. all requested information is provided), and have all required forms and signatures.

B. Evaluation Process. The process for evaluating proposals submitted in response to this RFP includes:

1. review and scoring by the Board Executive Director and staff;
2. Workforce Solutions Middle Rio Grande Board staff will enter into contract negotiations with the selected entity.

All proposers will be notified in writing of the results of this procurement.

C. Evaluation Criteria. The following criteria will be used to evaluate all proposals.

1. Facility Design/Availability and Location: 45 Points

The successful bidder must demonstrate that they are offering for lease a facility that will meet or exceed the needs of the Workforce Solutions Middle Rio Grande Board. The facility must be ADA compliant, have central air conditioning and heat, have restrooms and at a minimum two restrooms that can be used by the public that are ADA compliant. The facility must be wired for internet services as well as telephone services. The proposed facility must have ample parking for staff and customers to utilize.

In the event the facility that is offered for lease is not already built out, the staff will work with the successful bidder in designing the build out that will meet our needs.

2. Prior Effectiveness – 15 Points

The successful bidder must demonstrate effective and successful prior experience, including prior experience in leasing facilities for the same or similar needs that the Board is procuring for. A list of references should be included in the proposal and references will be verified as a part of this review.

3. Cost Information - 35 Points

The Workforce Board is not necessarily required to select the lowest bidder; however cost per square foot will be an important factor that will be reviewed. The Board is prepared to negotiate the square footage costs to include any required build out that necessary for the operation of the center as per the Board's requirements.

4. Historically Underutilized Business – 5 Points

Proposers who are certified Historically Under-utilized Businesses will receive **five (5)** additional points in the evaluation process. Evidence of HUB certification should be submitted as Attachment N.

PROPOSAL MODIFICATIONS AND AMENDMENTS

Any modifications or amendments to a proposal must also comply with above requirements and the response deadline. Any proposals or amendments received after the deadline will not be considered, and will be deemed late and non-responsive to this RFP.

DEBRIEFINGS AND APPEALS

All proposers will receive a copy of the results of the procurement within fifteen (15) working days of the final decision.

Request for Debriefing - Proposers not selected by this procurement process may submit within 10 days of the receipt of notification of the procurement decision, a written request for debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The Board shall acknowledge receipt of the request for debriefing in writing within 10 days of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the request for debriefing. A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why their proposal was not selected.

Protest, Informal Conference, Formal Hearing - Proposers who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest.

The bidder may request an Informal Conference. The purpose of the Informal Conference is to give the parties an opportunity to resolve a complaint. The request of an Informal Conference must be submitted in writing within ten (10) days of the notification of the award to:

**Elizabeth Sifuentes, Executive Director
Workforce Solutions Middle Rio Grande Board
P.O. Box 760
Uvalde, Texas 78802**

All responses to a request for an Informal Conference shall be mailed within ten (10) days by the Executive Director of the Workforce Solutions Middle Rio Grande Board. The Informal Conference shall be scheduled by the Executive Director within seven (7) days of receipt of a properly completed Grievance Information form. The Executive Director or his/her designee, shall serve as Chairperson and moderator of the Informal Conference. Only those issues presented at the Informal Conference may be addressed in subsequent hearings. All parties shall make a good faith effort to reach a mutually acceptable resolution of the complaint at the Informal Conference. The Chairperson shall adjourn the Informal Conference when a satisfactory resolution of the complaint has been reached or when it appears to the Chairperson that no such resolution is possible. A written determination of the Informal Conference shall be prepared by the Chairperson and shall be final and void of any appeal.

The Complainant may request a Hearing if dissatisfied with the outcome of the Informal Conference. When an informal resolution has not been successful, notification of the opportunity for a hearing along with a copy of a Request for Hearing form and all procedures to be followed must be sent to the complainant. The Hearing will be chaired by an impartial third party and the decision by this party shall be final. The Chairman of the Workforce Solutions Middle Rio Grande Board shall be responsible for the selection of the impartial third party.

TWC Financial Manual for Grants and Contracts, Chapter 15, Section 15.09, provides for limited appeals of any Board decisions:

The Commission shall accept no protest or dispute appeal until all administrative remedies at the contractor level have been exhausted. Commission appeal review is limited to the following:

- Violations of federal law and regulations,
- Violations of State or local law shall be under the jurisdiction of State or local authorities, and
- Violations of contractor's protest/dispute procedures or failure to review a protest or dispute shall be referred to such authority as may have proper jurisdiction."

QUALIFICATIONS OF PROPOSERS

A. **ELIGIBLE PROPOSERS** - Private and Public, For-Profit and Not-For Profit agencies, Community Based Organizations (CBOs), Faith-Based organizations or other entities are eligible to respond to this RFP. The Board is prohibited from awarding a contract to a party "excluded from Federal procurement or non-procurement programs" by the U.S. General Services Administration. Contractors must have the necessary technical competence, skills in management and administration, and professional experience within their organization to accomplish the goals and objectives of the proposed program.

Minority, disadvantaged and women's businesses are encouraged to respond. Auxiliary aids and services are available upon request for individuals with disabilities. Telephone access is available through (TDD) 1-800-224-4262.

B. **PROPOSAL LIAISON** -- Each proposer must name a responsible person within the proposing organization as the proposal liaison. This individual should be familiar with capabilities of the proposing organization, knowledge in contracting including financial budgets, and have the authority to negotiate contractual issues on behalf of the proposer.

CONTRACT INFORMATION

A. **TYPE OF CONTRACT**- A contract will be executed between the Workforce Solutions Middle Rio Grande and the successful bidder based on a cost per square foot on a monthly basis.

B. **CONTRACT PERIOD** - It is the intent of the Board to contract for these services for a period of five years with the option to renew and extend the contract on an annual basis,

with Board approval. The initial contract period will be **December 15, 2023 to December 14, 2028, unless buildout of a new facility requires a new start date.** The option to extend the contract will be based on availability of funds. The Board reserves the right to terminate the contract in the event that the Board should experience a significant reduction in funding.

GOVERNING PROVISIONS AND LIMITATIONS

Violation of any of the following provisions may cause a proposal to be rejected.

- A. The only purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services funded by WIA/WIOA, TANF/Choices, SNAP, Employment Services (Wagner Peyser) and Trade Adjustment Act Programs. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the Board.
- B. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
- C. The Board reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. The Board will provide notifications of such changes to all bidders on the Board's Internet site: www.wfsmrg.org.
- D. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with bidders selected and any such terms negotiated as a result of this RFP may be renegotiated and /or amended in order to successfully meet the needs of the workforce development area.
- E. The Board reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.
- F. The Board also reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract awarded.
- G. The Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources.
- H. Proposers shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose

of having an influencing effect toward their own proposal or any other proposal submitted hereunder.

- I. No employee, officer, or agent of the Board shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, would be involved.
- J. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
- K. All proposals submitted must be an original work product of the proposers. The copying, paraphrasing or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
- L. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the Board as a proposer's failure to contract may be recovered from the proposer.
- M. A contract with the selected provider may be withheld, at the Board's sole discretion, if issues of contract or questions on non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. The Board may withdraw award of a contract if the resolution is not satisfactory to Board.
- N. Bidders must not attempt to contact members of the Workforce Solutions Middle Rio Grande Board, the Middle Rio Grande Chief Elected Officials, or any grantor agency, including the Texas Workforce Commission regarding this procurement. Evidence of violation of this condition will be grounds to reject the bidder's proposal.
- O. The proposal review, interview and scoring process are tools used to assist the Board in the selection of an entity to pursue contract negotiations. The Board reserves the right to recommend any of the responsive bidders for contract negotiations when it is in the best interests of the Board and program services to do so.

ADMINISTRATIVE REQUIREMENTS AND PROCEDURES

- A. Under this RFP, it is the Board's intent that only one contract be issued for the leasing of office space for a Crystal City Workforce Center.
- B. It is anticipated that the successful bidder will insure their facility that will be leased to the Board. The Board will ensure the contents of the facility as well as having a general liability policy.

- C. All utility costs will be paid by the Board and all utilities will be in the name of the Board.
- D. Any future repairs to the facility due to normal wear and tear as a result of customer traffic will be borne by the Board. All other facility repairs, i.e.: air conditioners, etc. shall be paid for by the landlord.
- E. The payment of property taxes will be the responsibility of the landlord.
- F. The facility to be leased must meet handicapped access pursuant to the Americans Disability Act and 504 requirements or if not, currently meeting must be accommodated within a 6-month period.

PART 2: RESOURCES AND REFERENCE INFORMATION

LEGISLATIVE AUTHORITY

All contracts funded from this Request for Proposal are subject to the following requirements:

- Workforce Innovation Opportunity Act [Public Law 113-128]amending the Workforce Investment Act of 1998; federal regulations 20 CFR Parts 652 and 660 through 667;
- Wagner-Peyser Act of 1933, as amended, [29 USCA S. 29 et seq.]
- portions of the Social Security Act [42 USC §301, et seq.];
- Food Stamp Act of 1977 [7 USC § 2000 et. seq.];
- Personal Responsibility and Work Opportunity and Reconciliation Act of 1996 [Public Law 104-193];
- Title IV-A of the Social Security Act, as amended by the Balanced Budget Act of 1997 [PL 105-33]; federal regulations 20 CFR Part 645 Welfare-to-Work (WtW) Grants; Final Rule; Interim Final Rule; and the Welfare to Work and Child Support Amendments of 1999, contained in Title VIII of H.R. 3424, Consolidated Appropriations Act for FY2000, 42 USC 601 through 619;
- federal regulations issued by the U.S. Department of Health and Human for Services at 45 CFR Parts 270 through 275, inclusive, for services funded by Temporary Assistance to Needy Families; federal regulations issued 45 CFR Part 260, et al.
- federal regulations issued by the U.S. Department of Agriculture at 7 CFR §271 through 273 Food Stamp employment and training services;
- TWC Rules CHAPTER 813. SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EMPLOYMENT AND TRAINING
- federal laws and regulations concerning nondiscrimination and equal opportunity; federal labor laws and standards;
- state legislation Senate Bill 642 as amended by House Bill 1863;
- sections of the Texas Administrative Code Title 40, Part 20 and the Texas Government Code Chapter 2308, as they pertain to workforce center systems, operations and programs,
- Texas Workforce Commission Workforce Development Letters; and
- plans and policies of the Middle Rio Grande Workforce Development Board related to workforce center programs and operation.

For more information, see the Texas Workforce Commission web page at:
www.twc.state.tx.us/customers/rpm/rpmsub1.html

PART 3: INSTRUCTIONS FOR SUBMITTING A PROPOSAL

GENERAL INSTRUCTIONS

RESPONSIVENESS - Proposers must be responsive to the instructions of this RFP. Points will be awarded based on the degree of responsiveness to each question in the RFP. Incomplete or vague responses will result in a lower score in the evaluation process. The selection for consideration for contract negotiation is competitive and will depend upon the quality of a proposal and the proposal's responsiveness to this RFP.

FORMAT - Proposals must be typed, may be single spaced, and submitted on 8 1/2 x 11 inch plain white paper (charts maybe on 8 1/2 by 14 inch paper). Each page of the proposal, with the exception of the cover sheet should be numbered with the name of the bidder on each page.

PAGE LIMITATION – There is no page limitation on the proposal narrative. Bidders are encouraged to be concise and thorough in their responses.

NUMBER OF COPIES - **Submit one paper original** with executed certificates (i.e. original signatures of the authorized signatory authority), **and one paper copy**. Any proposal lacking sufficient copies may be considered non-responsive. Completeness of all copies is the responsibility of the proposer. Incomplete copies will result in a reduced evaluation score.

PROPOSAL COVER SHEET - All items on the Proposal Cover Sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority--a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization. Historically Under-utilized Businesses (HUBs) must indicate the HUB certification number and the certifying agency on the cover sheet, and attach a copy of the notice of certification (as Attachment N).

PROPOSAL CHECKLIST - The proposal checklist found in Attachment 3 assists both the proposer and the reviewers in ensuring that all required elements of the proposal are complete and contained in the submitted document.

SUBMISSION ORDER

1. Proposal Cover Sheet
2. Proposal Check List
3. Proposal Narrative

PROPOSAL ATTACHMENTS

- a. Signed Certification of Bidder
- b. Signed Certificate Regarding Debarment
- c. Signed Certificate Regarding Lobbying
- d. Signed Certificate Regarding Drug-free Work Place

- e. Signed Certificate Regarding Conflict of Interest
- f. Certificate of non-profit incorporation, if applicable
- g. Certificate of Historically Under-utilized Business, if applicable
- h. Certification Regarding Texas Corporate Franchise Tax

PROPOSAL NARRATIVE INSTRUCTIONS

Using these instructions write a proposal narrative fully addressing each of the narrative items listed below. Keep in mind that your proposal will be reviewed for completeness of each response, clarity of the response, consistency of the response with the overall proposal, demonstrated knowledge of workforce center operation and applicable program laws, rules and requirements.

The narrative must be in at least 12-point font. Follow the outline, repeat each RFP question and provide your response.

I. BACKGROUND

- A. Provide a brief history of your organization. Identify any governing board associated with your organization.

II. FACILITY PROPOSED

- A. Describe the facility that you are offering to lease to the Workforce Solutions Middle Rio Grande Board including address and physical condition.
- B. Describe your abilities to remodel facility if such remodeling is required, including timeframe needed.
- C. Is the facility currently meeting handicapped access pursuant to the Americans Disability Act and 504 requirements. If not can the facility be brought into compliance within a 12 month period?
- D. What is the parking capacity of the facility?

PART 4: INFORMATION AND FORMS

Attachment 1 *Current Workforce Center Operation* provides the location of each workforce center location in the region.

Attachment 2 *Required Forms* contains the forms that must be completed by the bidder and submitted with the proposal. These forms are:

- Proposal Cover Sheet
- Proposal Check List
- Certification of Bidder
- Certificate Regarding Debarment
- Certificate Regarding Lobbying
- Certificate Regarding Drug-free Work Place
- Certificate Regarding Conflict of Interest
- Certificate Regarding Texas Corporate Franchise Tax

ATTACHMENT 1

Current Workforce Center Operation

Workforce Solutions Middle Rio Grande Center Locations

Full Service Centers	Satellite Centers
Dimmit County 307 W. Nopal Carrizo Springs, Tx. 78834	La Salle County 707 Buckley Street Cotulla, Tx. 78014
Val Verde County 1601 Veterans Blvd. STE 1 Del Rio, Tx. 78840	
Maverick County 1200 Ferry Street Eagle Pass, Tx. 78852	
Uvalde County 216 W. Main Street, STE A Uvalde, Tx. 78801	
Zavala County 321 N. First Street Crystal City, Tx. 78839	

TWC Workforce Center Standards

(a) Basic Workforce Center Standards. The Texas Workforce Commission has established basic standards that must be met by all Texas Workforce Centers. Certified Texas Workforce Centers shall:

- (1) be available to employers, students and workers throughout the local workforce development area;
- (2) provide access to information and services, including employment services;
- (3) address individual needs of customers by providing processes for the following three methods of accessing services: self-service, basic access, and full access;
- (4) provide services that are tailored to meet individual needs and include: labor market information, a common intake and eligibility determination process, an independent assessment and service strategy, centralized and continuous case management and counseling, access to Individual Training Account (ITA) services for education and training needs, supportive services (including access to subsidized child care), student loans, and other forms of financial assistance required to participate in and complete training;
- (5) not provide developmental services, such as General Educational Development (GED), English as a Second Language (ESL), or Adult Basic Education (ABE);
- (6) provide each person with written information on local demand occupations, projected wage level upon completion of training programs, and performance of training providers when requested;
- (7) implement a process for initial contact that is customer-driven and flexible;
- (8) ensure access throughout the workforce development area by developing electronic methods for service delivery, such as kiosk, Internet, and wide area network (WAN);
- (9) ensure staff are experienced and knowledgeable in all required programs and services for job seekers and for employers;
- (10) implement a tiered customer-driven service delivery strategy that includes: information through individual self-service, job search assistance in group settings, access to information on filing a claim for unemployment insurance benefits, and specialized, intensive staff-assisted services;
- (11) prepare and make available understandable information packages for customers that briefly describe services, locations, self-service options, job openings, career exploration methods, labor market information, training opportunities, educational opportunities, and consumer information, and that also provide a mechanism for customer feedback on services provided;
- (12) implement a timely and efficient referral and follow up process for employment-related services;
- (13) provide independent assessment of individual needs that includes assessment of literacy levels for Choices clients who have not recently received a literacy level assessment;

(14) maintain a user-friendly resource center that makes available computerized information systems with access to labor market information, demographics, occupations, and educational opportunities;

(15) make available core services, as defined in §801.28, of the following programs: Title I of WIA serving adults, dislocated workers and youth; SNAP; TANF Choices activities; access to subsidized Child Care Services; Wagner-Peyser Employment Services; Trade Adjustment Assistance; Veterans' Employment and Training programs; Adult Education; National Literacy Act services; non-certificate postsecondary career and technology training; Senior Texans Employment Program; Apprenticeship Program; National Community Services Act Program; Project RIO for ex-offenders; and access to unemployment insurance benefits. Boards shall ensure that staff be available to provide the core services of these programs during all Texas Workforce Center operating hours;

(16) ensure availability through the Texas Workforce Centers of other services for the programs listed in subparagraph (15) of this section;

(17) provide reasonable accommodation and accessibility in accordance with the Americans with Disabilities Act (ADA); and

(18) meet each of the requirements for Certified Full Service Texas Workforce Centers within twelve months of certification as a Texas Workforce Center.

(b) Full Service Center Standards. The Commission has established specific standards for a Texas Workforce Center to receive full service certification. A Certified Full Service Texas Workforce Center shall meet each of the following requirements within twelve months of certification as a Texas Workforce Center. Certified Full Service Texas Workforce Centers shall:

(1) design a customer-friendly waiting area and implement written procedures that define the measures taken to minimize customer wait time in the reception area and in other areas of the Texas Workforce Center;

(2) develop written procedures for following up on referrals to determine customer receipt of services, appropriateness of the referral to address the customer's needs and the extent of customer satisfaction with the referral process and service received;

(3) provide customer access to the statewide job matching system, resume preparation tools, including software, and the Internet;

(4) provide consumer information on the quality of education and training providers and include a mechanism for customer feedback on personal experience with such providers;

(5) develop and display a menu of services with a corresponding fee schedule for services available at the Certified Full Service Texas Workforce Center;

(6) demonstrate: on-site management of all personnel, a plan for cross-training staff in all services, minimal programmatic specialization of staff, non-duplication of efforts, removal of redundancies within program activities, and maximum flexibility to optimize utilization of resources;

- (7) provide basic labor exchange services, including access to job orders for applicants, access to applicants for employers, and screening and referral methods for matching appropriate applicants and job orders; and
- (8) provide centralized case management activities for specialized populations, such as the welfare, veterans, dislocated workers and disabled populations.

Required Services

Core Services. All Certified Texas Workforce Centers shall provide core services, as defined in WIA § 134(d)(2) (29 U.S.C.A. §2864 (d)(2)) and Texas Government Code, Chapter 2308, including:

- (1) outreach;
- (2) intake, which may include worker profiling, and orientation to the information and services available through the One-Stop Service Delivery Network;
- (3) determinations of whether the individuals are eligible for programs funded through the Commission that are available through the One-Stop Service Delivery Network;
- (4) initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
- (5) job search and placement assistance and, where appropriate, career counseling;
- (6) provision of performance information and program cost information on eligible providers of training services as described in §§ 841.31 - 841.47 of this chapter (relating to Training Provider Certification), provided by program, and eligible providers of youth activities described in WIA §123 (29 U.S.C.A. §2843), providers of adult education described in Title II of WIA, providers of postsecondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C.A. §2301 et seq.), and providers of vocational rehabilitation program activities described in Title I of the Rehabilitation Act of 1973 (29 U.S.C.A. §720 et seq.);
- (7) provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the One-Stop Service Delivery Network in the local area;
- (8) provision of information regarding filing claims for unemployment compensation;
- (9) provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including job vacancy listings in such labor market areas, information on job skills necessary to obtain the jobs listed, and information related to local occupations in demand and the earnings and skill requirements for such occupations;
- (10) provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local workforce development area, and referral to such services, as appropriate;

(11) assistance in establishing eligibility for Choices, SNAP and programs of financial aid assistance for training and education that are available in the local area; and

(12) follow up services, including counseling regarding the work place, for participants in workforce investment activities authorized under Chapter 841 of this Title, relating to Workforce Investment Act, who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Intensive Services. A One-Stop Service Delivery System shall provide access to services as described in the Texas Government Code, Chapter 2308, and intensive services as described in the WIA §134(d)(3) (29 U.S.C.A. §2864(d)(3)), which may include the following:

- (1) comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, such as diagnostic testing and use of other assessment tools, in-depth interviewing, and evaluation to identify employment barriers and employment goals;
- (2) development of an individual employment plan and service strategy to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve employment goals and objectives;
- (3) group counseling;
- (4) individual counseling and career planning;
- (5) centralized and continuous case management; and
- (6) short-term prevocational services, including learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training.

Training Services. A One-Stop Service Delivery System shall provide access to training services as described in WIA §134(d)(4) (29 U.S.C.A. 2864(d)(4)) and the Texas Government Code, Chapter 2308. Training services may include the following:

- (1) occupational skills training, including training for nontraditional employment;
- (2) on-the-job training;
- (3) programs that combine work place training with related instruction;
- (4) training programs operated by the private sector;
- (5) skills upgrading and retraining;
- (6) entrepreneurial training;
- (7) job readiness training;
- (8) adult education and literacy activities in combination with services with activities described in (1)-(7) of this section; and
- (9) customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training.

Other Services and Activities. A One-Stop Service Delivery System shall offer access to:

(1) all other permissible local employment and training activities included in the local workforce development plan, which may include discretionary one-stop activities, supportive services, and needs-related payments as outlined in WIA §134(e) (29 U.S.C.A. §2864(e));

(2) all programs and activities administered by the Texas Workforce Center Partners; and

(3) the information described in Wagner-Peyser Act, §15, and all job search, placement, recruitment and other labor exchange services authorized under the Wagner-Peyser Act (29 U.S.C.A. 49 et seq.).

**Attachment 2
Required Forms**

Proposal Cover Sheet
Proposal Check List

- A. Certification of Bidder
- B. Certificate Regarding Debarment
- C. Certificate Regarding Lobbying
- D. Certificate Regarding Drug-Free Workplace
- E. Certificate Regarding Conflict of Interest
- F. Certificate Regarding Texas Corporate Franchise Tax

PROPOSAL COVER SHEET

Name of Proposing Entity	
Legal Name of Parent Company	
Name and Title Of Entity CEO	
Mailing Address and Physical Address, if different	
Phone Number	
Fax Number	
Name and Title of Proposal Liaison	
Name and Title of Signatory Authority	
Legal/Tax Status (check all that apply)	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> for Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other
State Controller ID Number	
Federal Tax ID Number	
Historically Underutilized Business? If yes, attach certification as Attachment N	<input type="checkbox"/> Yes <input type="checkbox"/> No Certificate Attached? _____
Cost per square foot for proposed lease	

PROPOSAL CHECKLIST

Submit this form with your proposal. Check each box and note the page number for each of the proposal items submitted.

Page

- _____ Proposal Cover Sheet
- _____ Proposal Check List
- _____ Executive Summary
- _____ Proposal Narrative (including flow chart, org. and staffing charts)

Attachments

- _____ a. IRS Form 990 (for 501 C3 non-profit organizations)
- _____ b. Signed Certification of Bidder
- _____ c. Signed Certificate Regarding Debarment
- _____ d. Signed Certificate Regarding Lobbying
- _____ e. Signed Certificate Regarding Drug-free Work Place
- _____ f. Signed Certificate Regarding Conflict of Interest
- _____ g. Certificate of non-profit incorporation, if applicable
- _____ h. Certificate of Historically Under-utilized Business, if applicable
- _____ i. Certificate Regarding Texas Corporate Franchise Tax

ATTACHMENT A

CERTIFICATION OF BIDDER

I hereby certify that the information contained in this proposal 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 Workforce Solutions Middle Rio Grande Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the request for proposal and that this organization will comply with all pertinent regulations, board policies, and other applicable local, state and federal regulations and directives in the implementation of these programs. I certify that I have read and understand the Governing Provisions and Limitations and the Administrative Requirements and Procedures sections of this RFP and will comply with the terms.

I, _____, certify that I am the

(typed name)

(title)

of the corporation, partnership, or sole proprietorship, or other eligible entity named as a proposer and Respondent herein and that I am legally authorized to sign this proposal and submit it to the Workforce Solutions Middle Rio Grande Board on behalf of said organization by authority of its governing body.

Person Authorized to sign for the organization: Signature:	Board Authorization: Signature:
Typed Name	Typed Name
Typed Title	Typed Title
Date:	Date:

ATTACHMENT B

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, and 682), Department of Health and Human Services (45 CFR Part 76).

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

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

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

Name of Organization: _____

Signature of Authorized Representative: _____

ATTACHMENT C

CERTIFICATION REGARDING LOBBYING

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

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

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

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or 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 the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Name of Organization _____

Signature of Authorized Representative _____

Date: _____

ATTACHMENT D

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 USC 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), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies that it will provide a drug-free workplace by:

1. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
2. Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
3. Providing each employee with a copy of the subcontractor's policy statement;
4. Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notify the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
5. Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
6. Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization: _____

Signature of Authorized Representative: _____

ATTACHMENT E

CERTIFICATION REGARDING CONFLICT OF INTEREST

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

1. No manager, employee or paid consultant of the proposer is a member of the Workforce Solutions Middle Rio Grande Board;
2. No manager or paid consultant of the proposer is a spouse to a member of the policy board, the president or a manager of the Workforce Solutions Middle Rio Grande Board;
3. No member of the policy board, the Chair or an employee of the Workforce Solutions Middle Rio Grande Board owns or controls more than 10 percent in the proposer;
4. No spouse of a member of the policy board, Chair or employee of the Workforce Solutions Middle Rio Grande Board is a manager or paid consultant of the proposer;
5. No member of the policy board, Chair or employee of the Workforce Solutions Middle Rio Grande Board receives compensation from proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
6. Proposer has disclosed within the proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
7. Should proposer fail to abide by the forgoing covenants and affirmations regarding conflict of interest, proposer shall not be entitled to recovery of any costs or expenses incurred in relation to any contract with the Workforce Solutions Middle Rio Grande Board and shall immediately refund to the Workforce Solutions Middle Rio Grande Board any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by the Workforce Solutions Middle Rio Grande Board relating to that contract.

Name of Organization Submitting Proposal: _____

Name and Title of Authorized Signatory: _____

Signature: _____ Date: _____

ATTACHMENT F

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 that making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

The subcontracting entity is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name of Business: _____

Type of Business (if not corporation): Sole proprietor

Partnership

Other

IRS Tax Number: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____