



**REQUEST FOR PROPOSALS FOR INDEPENDENT
FINANCIAL MONITORING SERVICES
#RFP-F25-001**

Issued by
Workforce Solutions Middle Rio Grande Board
216 W Main Street, Suite A
Uvalde, Texas 78801
830-591-0141
<http://www.wfsmrg.org>

Issue Date: July 10, 2025
Bidders Conference Call: July 21, 2025 @ 10:00 AM, CST
Proposal Deadline: August 1, 2025 @ 4:00 PM CST

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PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

The Workforce Solutions Middle Rio Grande Board (WFSMRGB) is soliciting proposals for independent financial monitoring services for the Middle Rio Grande Workforce Development Area from qualified individuals with extensive workforce financial monitoring experience. The Workforce Solutions Middle Rio Grande Board (WFSMRGB) is a volunteer body instituted in accordance with the Texas Workforce Act (HB 1863 and SB 642 of the 74th Legislature) and includes the counties of Dimmit, LaSalle, Zavala, Uvalde, Maverick, Val Verde, Real, Kinney and Edwards. The primary responsibility of the WFSMRGB is to provide policy and program guidance, plan regionally for Workforce programs, and to exercise independent oversight of local workforce activities in partnership with the local government. WFSMRGB is responsible for the effective and efficient delivery of services and ensuring program outcomes are consistent with the needs, goals, objectives and performance standards of the region and the state. The Middle Rio Grande Development Council (MRGDC) is the administrative and fiscal agent for the WFSMRGB. The Workforce Solutions Middle Rio Grande Board (WFSMRGB) is a partnership between regional representatives of private industry, community-based organizations, education, public interest groups, organized labor, and human service agencies that are committed to the planning, policy-making and evaluation of all workforce-related programs in the Middle Rio Grande region.

The purpose of this procurement is to solicit a qualified contractor with program knowledge of Texas Workforce Commission programs and guidelines to perform financial monitoring of workforce programs. The financial monitoring services shall include, but not be limited to, workforce program compliance review and the review of support services, which follow the rules and guidelines of the Texas Workforce Commission and WFSMRGB policies and procedures. Financial monitoring of programs shall occur monthly, at a minimum, or as needed. The contract obtained through this procurement shall be a cost-reimbursement contract. The actual contract amount for monitoring is dependent on monitoring services needed throughout the year.

ACTIVITIES AND SERVICES SOLICITED

The successful contractor will conduct financial monitoring of the Middle Rio Grande Board subcontractors, programs and services funded through the Texas Workforce Commission to ensure the fiscal integrity of programs, to review fiscal performance, to assess compliance with applicable laws and regulations and to identify successful methods and practices that enhance fiscal integrity through continuous improvement.

Monitoring activities will include review of financial management, procurement, property management, expenditures, and fiscal data reporting

of the Workforce Solutions Middle Rio Grande Board, its subcontractors and subsequent contracts entered into by subcontractors. Monitoring will begin with a risk assessment of subcontractors and the development of a monitoring plan based on the risk assessment. The successful contractor will develop a monitoring instrument to be used to monitor the Board and its subcontractors. The contractor will use the Texas Workforce Commission's current monitoring guide and latest financial manual for grants and contracts and OMB circulars as a basis for the monitoring instrument.

Contractor will conduct a fiscal integrity evaluation addressing the requirements of the TWC rules 801, Local Workforce Boards, Sections 802.21., 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, cost Principles and Audit Requirements for Federal Awards; Final rule (or other required audit) Scope and Applicability.

The monitoring process will include desk reviews and on-site reviews, review of fiscal and program policies and procedures, financial reports, contracts, budgets, expenditure data, procurement records, prior audits and monitoring reports.

After monitoring review, the Board will schedule an exit conference with the successful contractor to discuss monitoring findings and observations. The successful contractor will submit a final monitoring report that presents all monitoring findings, non-compliance issues and management observations no later than 30 days after the exit conference. All work papers and backup documents about the monitoring function shall be transferred to and become the property of WFSMRGB.

The successful contractor will provide technical assistance on deficiency areas identified through monitoring as requested by the WFSMRGB staff. The successful contractor will also work with WFSMRGB staff to resolve any TWC monitoring findings and implement any changes to the monitoring process required by TWC.

The successful contractor will attend TWC or DOL training sessions, at their own expense, to learn about substantial changes in programs, policies or regulations that pertain to TWC funded programs. WFSMRGB will reimburse expenses for any training other than TWC or DOL training that is requested by WFSMRGB

The contractor will monitor WFSMRGB subcontractors and review contract close-out documents to determine compliance with contracts, plans, TWC rules, federal/state regulations and OMB Circulars. These include the WFSMRGB Workforce Center contractor, the Child Care Services contractor, the Adult Education and Literacy Program contractor Blinn College and Madisonville Consolidated Independent School District, independent school district contractors, private sector vendors, community-based organizations, and faith-based organizations, non-profit entities and other government agencies.

The successful contractor must have a working knowledge of and have experience monitoring the programs, services and financial and management systems for the following grants and programs:

- Workforce Innovation and Opportunity Act Programs
- Temporary Assistance to Needy Families (TANF)
- Choices Program
- Noncustodial Parent Choices Program (NCP Choices)
- Supplemental Nutrition Assistance Program (SNAP, formerly FSET)
- Employment Service Programs
- Child Care Services
- Veterans Programs
- Trade Adjustment Act Programs
- Adult Education and Literacy Programs
- DOL Grants

The anticipated contract period is **October 1, 2025, through September 30, 2026**. The Board has the option to renew the contract for two additional contract periods, contingent upon satisfactory performance by the monitor and the availability of funds. **Funding for this contract is subject to the availability of federal and state funds received by the Board.** The WFSMRGB reserves the right to amend the monitoring schedule, as needed.

PROCUREMENT PROCESS INFORMATION

Bidder's Conference - The Bidder's Conference Call will be held on **Monday, July 21, 2025, @ 10:00 AM CST.**

[Join the meeting now](#)

TEAMS MEETING ID

Meeting ID: 294 469 080 049 4

Passcode: TJ7Zg3aB

If Bidders cannot attend the bidder's conference call on Monday, July 21, 2025, @ 10:00 AM, CST, they can submit their questions in writing concerning this RFP to Marcos Gonzales at marcos.gonzales@wfsmrg.org no later than Friday, July 18, 2025, 5:00 PM CST. Questions will be accepted at the Bidder Conference. Answers to all questions received will be posted to www.wfsmrg.org no later than Monday, July 21, 2025, at 5:00 am CST.

Other than as specified above, all members of the workforce Solutions Board of Directors, Board Staff, authorized representatives, or agents of the board are precluded from entertaining or answering questions concerning this RFP or the procurement process. Other than the written questions submitted to the Board prior to the deadline, staff are prohibited from answering questions concerning this RFP procurement process.

Response Deadline – All proposals must be received and recorded by the Board no later than 4:00 PM on August 1, 2025.

Faxed proposals will NOT be accepted. Official receipt of a written proposal will be entered on a WFSMRGB log of proposals received. WFSMRGB staff, upon request, will issue verification in the form of a receipt. Faxed responses are not acceptable. Any modifications or amendments to a proposal before the deadline must also comply with the above requirements and the response deadline.

PROPOSALS MAY BE SENT VIA ONE DRIVE AS A SHARED FILE. SHARED FILE MUST STILL FOLLOW THE ORIGINAL DEADLINE DATE, OF August 1, 2025 by 4:00 p.m. CST. TO REQUEST AN INVITATION TO SUBMIT VIA ONE DRIVE, A REQUEST MUST BE SENT TO VIA EMAIL TO: marcos.gonzales@wfsmrg.org SIGNATURES MAY BE DONE VIA DOCUSIGN OR BE A COPY OF THE ORIGINAL SIGNATURE ON DOCUMENTED SUBMITTED IN RFP.

All RFP responses must be typed on 8½" by 11" paper in no less than a 12-point font and reproduced or printed on one side only. One original plus four complete copies of the RFP must be submitted. Only use paper clips or binder clips, no staples or binders. Colored displays and promotional materials are discouraged. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

- All RFP responses must be received by **4 pm CST August 1, 2025**, at 216 W Main Street, Suite B, Uvalde, Texas 78801. RFP responses received after this date and time will be considered non-responsive and will not be reviewed. No faxed or emailed responses will be considered or reviewed.
- All responses to this RFP must be complete with all the required items or it will be deemed non-responsive and not reviewed.
- All documents requiring a signature must be signed and included with the proposal documents.
- All questions about the Request for Proposal must be sent electronically to Marcos Gonzales, marcos.gonzales@wfsmrg.org no later than **Friday, July 18, 2025, @ 5:00 p.m.**
- RFP responses may be withdrawn at any time before the due date by notifying the Board's contact person in writing. A response may be modified before the due date by submitting an amended RFP response to the contact person before the due date and time.
- This Request for Proposal does not commit the Board to award a contract, to pay any cost incurred in the preparation of a response to this request, or to procure services or supplies.
- The Board reserves the right to accept or reject any or all responses to this request and to negotiate with all qualified sources, if it is in the best interest of the Board to do so.

Delivery of Proposals - Proposal methods:

1. US Mail/Courier
2. Physical Delivery
3. ONE Drive Invite

US MAIL/COURIER	PHYSICAL DELIVERY	GOOGLE DRIVE INVITE
Workforce Solutions Middle Rio Grande Attention: Marcos Gonzales 216 W Main Street, Suite A Uvalde, Texas 78801	Workforce Solutions Middle Rio Grande Attention: Marcos Gonzales 216 W Main Street, Suite A Uvalde, Texas 78801	To request an Invitation to submit via OneDrive, A request must be sent via email to: marcos.gonzales@wfsmrg.org

Proposals submitted by mail, courier, or overnight mail services, or by Google Drive must be received at the above address by the deadline (regardless of postmark or date shipped). **Proposals received after the due date and time will not be accepted or considered under this procurement. No exceptions will be made to this requirement for any reason.** The timely delivery of proposals is the sole responsibility of the respondent. Faxed mailed proposals will not be accepted.

Proposal Narrative

1. Demonstrated Performance/Experience

- a. Provide a brief history of your organization. For individuals, describe your education and work experience.
- b. Provide evidence of your status as a certified public accountant, if applicable.
- c. Attach a resume(s) of the individual(s) who will be conducting the monitoring activities.
- d. Provide at least three references for which monitoring services have been provided. Please include the name, address, phone number, email address, dates, and description of services provided.
- e. Describe your experience and qualifications for fiscal monitoring of workforce development programs listed in the RFP and monitoring the administrative and financial systems required to manage and operate these programs. Provide the workforce board names and contact information for each board for which fiscal monitoring services have been provided in the last five years.
- f. Describe your abilities to communicate effectively with subcontractor staff and present fiscal information both orally and in writing. Submit

a sample of a previous monitoring report you have written. Mark confidential elements as appropriate.

- g. Describe your experience with and understanding of U.S. Department of Labor regulations, Office Of Management and Budget (OMB) Circulars, Texas Workforce Commission (TWC) financial manual for grants and contracts, TWC Workforce Development Letters, and TWC Rules.

2. Monitoring Approach

A. Describe your approach to the following monitoring tasks:

- Risk assessment
- Developing a monitoring plan
- Desk review
- Monitoring instruments
- On-site monitoring
- Entry and exit conferences
- Initial and final reports
- Technical assistance

B. Describe how you will monitor each of these fiscal monitoring elements:

- Cash Management
- Fiscal policies/procedures
- Reconciliation of Receipts
- Accrual Accounting
- Internal Controls
- Participant support service payments
- Reporting Requirements
- Cost Allocation
- Indirect cost plans
- Budgets
- Staff Travel
- Allowable Costs
- Record Retention
- Procurement

3. Proposed Costs

A. Provide your proposed hourly rate for the following activities:

- Development of risk assessment and monitoring plan
- Off-site document review and report writing
- On-site monitoring
- Presentations to the WFSMRGB

- Technical assistance to the Board and subcontractor Staff

B. Cost reimbursement for travel will be based on the Middle Rio Grande Council of Governments mileage and per diem rates, which are determined by the federal per diem rates.

Contractor Selection Process

The selection of a contractor will be per all applicable laws and regulations. Selection criteria are as follows:

The primary consideration in selecting an individual or firm to deliver monitoring services shall be demonstrated experience providing fiscal monitoring for workforce development programs and the demonstrated ability to deliver the services at a reasonable cost to the Board.

An evaluation team will evaluate each proposal. Proposals must score at least 70 points according to the scoring criteria to be considered responsive. Proposals achieving a score of 70 points and above will be reviewed by the WFSMRGB review committee for consideration for contract negotiations.

<u>Scoring Criteria:</u>	Proposed Approach	25 points
	Demonstrated Effectiveness	40 points
	Cost	5 points
	Certified HUB	5 points
	Certified CPA	25 points
	Total	100 points

The Board does not require that the successful contractor be a certified public account (CPA) but five additional points will be awarded for documentation if the entity or individual is a CPA.

Proposals achieving a score of 70 points and above will be considered by the WFSMRGB through its review committees for consideration for contract negotiations. Any contract entered into based on the proposal submitted in response to this RFP and any extensions or renewals to such contracts may be subject to acceptance, modification, rejection, and/or approval by the WFSMRGB.

GENERAL INFORMATION

1. GOVERNING PROVISIONS AND LIMITATIONS -

- a. The only purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services. This RFP is not

to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the WFSMRGB to pay for costs incurred before the execution of a formal contract unless such costs are specifically authorized in writing by WFSMRGB.

- b. WFSMRGB reserves the right to accept or reject any or all proposals received, to cancel or re-issue this RFP in part or its entirety, or to decline to issue a contract based on this RFP.
- c. WFSMRGB reserves the right to award a contract for any item/services or group of items/services solicited via this RFP in any quantity WFSMRGB determines is in its best interest.
- d. The WFSMRGB reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary. WFSMRGB will provide notifications of such changes to all respondents recorded in the WFSMRGB official record (Distribution Log & Receipts Record) as having received or requested an RFP.
- e. The WFSMRGB reserves the right to negotiate the final terms of any contract or agreement with the respondents selected and any such terms negotiated because of this RFP may be renegotiated and/or amended to successfully meet the needs of the Workforce Development Area.
- f. The WFSMRGB 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 respondent's relevant performance and/or qualifications, and to request additional information from any respondent.
- g. The WFSMRGB also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc., of any entity selected for funding. This may occur before or after the award of a contract or agreement. Misrepresentation of the respondent's ability to perform as stated in the proposal may result in the cancellation of any contract or agreement awarded.
- h. The WFSMRGB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources or due to legislative changes.

- i. Respondents shall not, under a penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WFSMRGB, to have an influencing effect on their proposal or any other proposal submitted hereunder.
- j. No employee, officer, or agent of the WFSMRGB shall participate in the selection, award, or administration of a contract supported by federal and/or state funds if a conflict of interest, or potential conflict, would be involved.
- k. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a respondent's proposal to be rejected. This does not preclude joint ventures or subcontracts.
- l. All proposals submitted must be original work product of the respondents. Copying, paraphrasing, or otherwise using substantial portions of the work product of others and submitted hereunder as original work of the respondent is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.
- m. The contents of a successful proposal may become a contractual obligation if selected for the award. Failure of the respondent to accept this obligation may result in the cancellation of the award. No plea of error or mistake shall be available to a successful respondent(s) as a basis for the release of proposed services at the stated price/cost. Any damage accrued to the WFSMRGB as a result of the respondent's failure to contract may be recovered from the respondent.
- n. A contract with the selected provider may be withheld, at WFSMRGB's sole discretion, if issues of contract or questions of noncompliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. The award of the contract may be withdrawn by WFSMRGB if the resolution is not satisfactory to WFSMRGB.
- o. All proposals considered must be received on time and be responsive to the RFP.
- p. Positive efforts shall be made to utilize small, minority, and/or female-owned or operated organizations in the provision of services.

These efforts shall allow those sources the maximum feasible opportunity to compete for contracts.

- q. Awards of contracts shall be made only to contractors who have demonstrated competence and qualifications, including a satisfactory record of past performance; contractor integrity and business ethics; fiscal accountability; financial and technical resources, the ability to meet the requirements of this RFP.
- r. Providers not complying with Section 504 of the Rehabilitation Act of 1973 and the Federal Drug-Free Workplace Act of 1988, and those not prepared to comply with the Americans with Disabilities Act will not be awarded a contract.
- s. Contractors are expected to comply with all federal, state and local employment laws including the Naturalization and Immigration Act of 1986, which establishes eligibility to work in the United States.
- t. Programs and activities solicited via this RFP are governed by the Health and Human Services (HHSC), Department of Labor (DOL) Office Of Management and Budget (OMB), Texas Workforce Commission, Choices TANF, SNAP E&T, and WIOA legislation, the rules outlined in the Workforce and Economic Competitiveness Act (Title 10, Chapter 23 08, et seq.), Texas Government Code, and WFSMRGB operating policies and procedures. The WFSMRGB Integrated Plan is on file with TWC Texas Workforce Legislation and can be viewed at www.wfsmrg.org.
- u. Subcontracting, while not encouraged, may be appropriate where an outside contractor provides specialized expertise or technical resources and must be included in the responding proposal. Subcontractors must remain consistent with standards of competition and cost principles. All contract provisions or local standards that apply to contractors must be followed by any subcontractors. WFSMRGB 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, partners and sub-contractors must have the necessary technical competence, skills in management and administration, and professional experience within their organization to provide the services requested.
- v. The contract will be a unit cost-reimbursable contract. The contractor will submit billing documents monthly for the prior

month's activities. Travel expenses will be reimbursed at the approved State of Texas rates for mileage, lodging, and Per Diem.

INQUIRY AND APPEALS

The WFSMRGB and its administrative and fiscal agent MRGDC is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be accepted by the State until all administrative mediation remedies have been exhausted by the WFSMRGB or/and MRGDC. This includes, but is not limited to disputes, claims, protests of award or non-selection for the award, source evaluation, or other matters of a contractual or procurement nature. Matters concerning violation of law shall be deferred to such authority, as may have proper jurisdiction. The WFSMRGB reserves the right to withdraw or reduce the amount of the award under this RFP. WFSMRGB reserves the right to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources or due to legislative changes.

Respondent Inquiry and Appeal Process

Requests for Debriefing

Respondents who desire a debriefing must submit a written request within ten (10) business days of the receipt of WFSMRG's notification of the procurement decision. In the debriefing, the respondent will obtain information on the procurement process and how their proposal or offer was received and ranked. WFSMRG shall acknowledge receipt of the request for debriefing in writing within three (3) business 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 ten (10) business days from the written receipt of the request for debriefing.

Debriefing

The purpose of the debriefing is to promote the exchange of information, explain WFSMRG's proposal evaluation system, and help unsuccessful respondents understand why they were not selected. WFSMRG staff and/or independent evaluators will meet with the respondent and review: (a) the proposal evaluation process and (b) how the respondent's proposal for bid was scored or ranked.

The debriefing process is not an open-ended invitation for a bidder to obtain information and documentation on an evaluation. WFSMRG must observe relevant legal restrictions on the timing and extent to which certain bid-related information and documentation can be disclosed. WFSMRG may not release

confidential or proprietary information belonging to other bidders during any stage of the debriefing or appeals process.

Written Notice of Appeal

If after the debriefing, the respondent wishes to continue with the appeal process, they must submit to WFSMRG a written Notice of Appeal within ten (10) business days of the date of the appealing party's debriefing. This written notice must clearly state that it is an appeal and identify the following:

- The solicitation being appealed (i.e., RFP number and date).
- The name, address, phone and fax number of the appealing party.
- The specific grounds of the appeal.
- Any relevant documents in the Respondent's possession or control and that are material to the consideration of the appeal

The Notice of Appeal must be sent by registered mail or hand delivered (please request a receipt), clearly identified externally as "Dated Material" and addressed to:

Workforce Solutions Middle Rio Grande Board
Marcos Gonzales, Financial & Data Analyst
216 W Main Street, Suite A, Uvalde, Texas 78801
830-486-7501 (Direct Line)

Telefax/facsimile/e-mail notices and/or any other documentation sent via these means will 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 five (5) business days of receipt of the notice. Such a document will also include specific instructions for completing the appeal process and the date, time, and place of the Informal Hearing.

Informal Hearing

An Informal Hearing will be held at WFSMRG offices within ten (10) business days of receipt of the Notice of Appeal. The Equal Opportunity Officer, or a designee, shall act as the Hearing Officer for the Informal Hearing and will meet with the appealing party to discuss the specific concerns and grounds for the appeal that were identified in the Notice of Appeal. The Hearing Officer may recommend to WFSMRG's Executive Director any appropriate actions allowable under program funding source rules and regulations, and consistent with WFSMRG Procurement Policies, to resolve issues at the Informal Hearing. If the appealing party agrees, the appeal may be ended at this point.

Request for Formal Hearing

The appealing party, if not satisfied with the results of the Informal Hearing, must inform the Hearing Officer, in writing, no later than five (5) business days from the date of the Informal Hearing, of the intent to proceed with the appeal. A request for a Formal Hearing must be made in writing and delivered

to WFSMRG pursuant to the instructions for submitting written notices of appeal above. Within ten (10) business days of receipt of this written request, the respondent will be sent written notice.

Formal Hearing and Final Decision

The Formal Hearing shall be conducted within fifteen (15) business days of the date of the request for Formal Hearing. An Independent Hearing Examiner (IHE) will conduct the Formal Hearing of the appeal. Once selected, the IHE will consider the facts presented as grounds for the appeal and remedies requested. The IHE may request additional information. After full review, the IHE will render his/her decision no later than sixty (60) days from the date of the written Notice of Appeal. The IHE's decision shall be the final decision and end the appeal process at the local level.

Miscellaneous

The Informal Hearing and Formal Hearing process set forth in this policy serves as any administrative grievance process required by applicable law. In all instances, information regarding the protest/dispute that reaches the formal appeal stage will be disclosed to the Texas Workforce Commission.

Proposal Submission Requirements

General Instructions

Proposers must use these instructions to submit a proposal. Failure to follow instructions may cause the proposal to be considered non-responsive.

FORMAT – Proposals must be typed, pages numbered with the proposing entity's name on each page, and submitted on 8 ½ x 11-inch paper. Fancy bindings and notebooks are not required.

EXAMPLES OF PREVIOUS WORK - Proposers will submit a copy of a previous workforce monitoring report as an example of their monitoring work and writing skills.

NUMBER OF COPIES – Respondents will submit **one complete original**, with executed certificates (i.e., original signatures of the authorized signatory authority), plus three (3) exact copies of the proposal with all attachments. If Google Drive is used to submit a proposal, only one digital copy is required.

Submission Order

The proposal document must be presented in this order. Failure to follow these instructions may cause a proposal to be deemed unresponsive.

Cover Sheet

Proposal Narrative

Cost Information

Sample Monitoring Report

HUB Certification if applicable

Required Signed Certifications

- **Certification of Bidder**
- **Certification Regarding Debarment, Suspension and Other Responsibility Matters**
- **Certification Regarding Lobbying**
- **Certification Regarding Drug-Free Workplace**
- **Certification Regarding Conflict of Interest**
- **Certification Regarding Texas Corporate Franchise Tax**
- **Assurances and Certifications**
- **Non-Discrimination Statement**

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 respondent organization and who is also the person who must sign the various certification forms).

Historically Underutilized Businesses (HUBs) must indicate their HUB certification number and the certifying agency on the cover sheet and attach a copy of the notice of certification to the proposal.

**WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL**

Proposal Cover Sheet

Name of Proposer:

Mailing address:

Physical address (if different):

Phone Number:

Email Address:

Proposal contact person:

Title:

Contract signatory authority:

Title:

Proposal Fund Amount Proposed: \$

Tax/Legal Status: ☐ Corporation ☐ Sole Ownership ☐ Private For Profit
 ☐ Partnership ☐ Other ☐ Public Non-Profit

Date Established:

State Controller Identification Number:
(If available)

Federal Taxpayer ID Number (FEIN):

Is the proposer certified as a historically underutilized business? ☐ Yes ☐ No
If yes, attach a copy of the certification as Attachment R to your proposal

ATTACHMENT A
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

CERTIFICATION OF BIDDER

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the Workforce Solutions of the Middle Rio Grande has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP and that this organization will comply with the procurement standards applicable under this RFP, and any other applicable local, state, and federal regulations and policies. 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, thereof, and that the WFSMRGB is authorized to verify references and stated performance data. Furthermore, that:

I, _____ am the _____ of the corporation, partnership, association, public agency or other entity named as Bidder and Respondent herein and that I am legally authorized to sign this proposal and submit it to the Workforce Solutions of the Middle Rio Grande on behalf of said organization by authority of its governing body.

ATTEST

Respondent Signature

Printed/Typed Name

Printed/Typed Title

Date

Name of Business Submitting Proposal

ATTACHMENT B
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

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 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 certifies, to the best of his or 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 the 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 the 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/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT C
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

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 or her knowledge and belief, that:

1. No federal appropriated funds have been paid or shall 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 a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or shall 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 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.
3. The undersigned shall require that the language of this certification is 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.

Name of Organization/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT D
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

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

The undersigned contractor certifies it shall 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 contractor'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 contractor's policy statement;
4. Notifying the employees in the contractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the contractor 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 contractor'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/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT E
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

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 chairman or a manager of the Workforce Solutions Middle Rio Grande Board;
3. No member of the policy board, the president or an employee of the Middle Rio Grande Workforce Development Board owns or controls more than 10 percent in the proposer;
4. No spouse of a member of the policy board, president 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, president 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 foregoing covenants and affirmations regarding conflict of interest, proposer shall not be entitled to recovery of any costs or expenses incurred concerning 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/Firm

Print Name and Title of Authorized Representative

Signature of Authorized Representative

Date of Signature

ATTACHMENT F
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

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: _____

Date of Completion and Signature: _____

ATTACHMENT G
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

ASSURANCES AND CERTIFICATIONS

Each organization and any branch, division or department or individual that submits a proposal in response to a Request for Proposal warrants, assures and certifies:

1. The information contained in this proposal is true and correct.
2. The costs described in the proposal budget accurately reflect the proposer's cost of providing services or goods.
3. No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposals has offered or shall offer any gratuities, favors, or anything of monetary value to any member of the Workforce Solutions - Middle Rio Grande Board or any employee of the Board for the purpose of or having the effect of influencing the decisions of the concerning the organization or individual's proposal or any other proposal.
4. No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposals has engaged or shall engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Proposals.
5. The organization or individual possesses the legal authority to offer this proposal.
6. If the proposer is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the proposer's governing body authorizing the submission of this proposal.
7. No person shall be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Proposals because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.
8. The organization or individual business does not and shall not knowingly employ an undocumented worker as defined in Texas Government Code, §2264.001(4). If the Contractor knowingly employs an undocumented worker, they shall repay WFSMRGB/MRGDC the amount of the public subsidy with 15% interest no later than the 120th day after the business is notified of the violation.
9. If awarded this contract the organization or individual business shall comply with the Buy American Act concerning these funds.

Each organization or individual that submits a proposal also warrants and assures that they shall abide by the rules of the following laws, acts, codes, etc. and all applicable rules and regulations promulgated hereunder, as a condition to the award of financial assistance from WFSMRGB concerning the operation of WSMRGB funded programs or activities and all agreements or arrangements to carry out WSMRGB funded programs or activities:

- WIOA
- Title Vi of the Personal Responsibility and Work Opportunity Act of 1996
- PL 88-352 Civil Rights Act of 1964
- 42 USC12001 American with Disabilities Act of 1990
- PL 93-112 Rehabilitation Act of 1973

- 40 TAC § Texas Administrative Code, Article 40, Part I, Chapter 73 Subpart A
- Assurances required for the Child Care program, Chapter 809 Texas Workforce Commission Administrative Code
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972
- Texas Government Code §2264.051

By signing I acknowledge that I have read these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding by the Workforce Solutions Middle Rio Grande Board.

Signature Proposing Organization

Typed Name and Title Date

ATTACHMENT G
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD
INDEPENDENT FINANCIAL MONITORING SERVICES REQUEST FOR PROPOSAL

NON-DISCRIMINATION STATEMENT

The undersigned applicant certifies that it shall comply with the non-discrimination provisions outlined by the U.S. Department of Health and Human Services, WIOA, the Rehabilitation Act of 1973, and MRGDC and WFSMRGB policies.

Signature of Authorized Representative and Date

Printed/Typed Name Title

Name of Business Submitting Proposal