



**Request For Qualifications  
For  
Quote for Legal Services**

**Released by the  
WORKFORCE SOLUTIONS MIDDLE RIO GRANDE BOARD  
On March 11, 2024**

**Proposals due March 26, 2024 [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**

## **Background:**

Workforce Solutions Middle Rio Grande Board (Board) is a local governmental organization comprised of 37 members, the majority of whom are private sector. The balance of the board membership represents educational agencies, literacy, organized labor, vocational rehabilitation services, community-based organizations, economic development, state human services agencies and the public employment service. The Board is responsible for the administration, planning and oversight of workforce development and childcare services programs in the Middle Rio Grande region. The region is comprised of nine counties: Dimmit, Edwards, Kinney, la Salle, Maverick, Real, Uvalde, Val Verde and Zavala Counties.

The Texas Workforce Commission contracts with the Board to deliver services through an integrated system of five workforce centers. The workforce centers are the primary vehicle through which employers and residents of the region access employment and training programs and services. The Board contracts with the Middle Rio Grande Development Council to provide these services.

## **Requested Services:**

Workforce Solutions Middle Rio Grande Board is soliciting quotes from state certified administrative law attorneys to provide occasional legal advice and document review for workforce development programs and administration. The selected respondent will enter a one-year contract for services on an "as needed" basis. The contract may be renewed for up to three additional years in one-year increments subject to successful performance of the requested services.

The successful respondent will assist the Board Staff by providing counsel regarding various issues affecting the Board:

- Personnel policies review
- Administrative policy and procedures review
- Representation of the Board in litigation proceedings
- Representation of the Board in employment law matters
- Interaction with the Executive Director and staff as needed to facilitate review of documents as needed.

## **Qualifications:**

The qualified respondent shall meet the following criteria:

- Demonstrate good standing with the State Bar of Texas

- Possess at least 5 years of legal experience representing a government entity in a manner that demonstrates the respondent's trustworthiness and adherence to high ethical standards
- Possess experience and ability to effectively represent a public Board
- Possess experience providing counsel and advice to local government entities on issues involving administrative law, open meetings and open records
- Possess experience in employment law that includes representing governmental entities during administrative personnel actions, adverse actions, grievances and employee appeals

**Submission Requirements:**

Submissions should be submitted by email to: [marisa.cervantes1@wfsmrg.org](mailto:marisa.cervantes1@wfsmrg.org) or [rosalind.lozano@wfsmrg.org](mailto:rosalind.lozano@wfsmrg.org) no later than 12:00 Noon, March 26, 2024. Respond with the subject line: Legal Services RFQ response.

**Submit:**

- 1. Cover letter to include the name(s) of persons to provide the requested services**
- 2. Resume(s) and/or other documentation detailing education and experience in the areas of the requested services**
- 3. Evidence of good standing in the legal profession**
- 4. Three professional references**
- 5. Proposed hourly rate for requested services**
- 6. Signed certification forms**

**Questions:**

Questions regarding this Request for Quote should be submitted to: Marisa Cervantes, Director of Child Care Services at [marisa.cervantes1@wfsmrg.org](mailto:marisa.cervantes1@wfsmrg.org) or Rosie Lozano, Assistant Executive Director at [rosalind.lozano@wfsmrg.org](mailto:rosalind.lozano@wfsmrg.org)

**General Terms and Conditions:**

1. The Board reserves the right to accept or reject any or all quotes received, to cancel or reissue this RFQ or in its entirety.
2. The Board reserves the right to correct any error(s) or make changes to this solicitation as it deems necessary. The Board will provide notification of such changes to all respondents on the Board's inter web page [www.wfsmrg.org](http://www.wfsmrg.org)

3. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with the selected respondent. Any such terms negotiated because of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the Board for requested services.
4. The Board reserves the right to withdraw or reduce the amount of any award or to cancel any contract resulting from this procurement if adequate funding is not received from the Texas Workforce Commission.
5. Respondents must not attempt to contact members of the Workforce Solutions Middle Rio Grande Board, the chief elected officials of the Middle Rio Grande region, or any grantor agency, including the Texas Workforce Commission, regarding this procurement. Evidence of violation of this condition will be grounds for rejecting the respondent's quote.

**Timeline**

Release of RFQ:	March 11, 2024
RFQ Submission:	March 26, 2024
Board of Directors Meeting:	April 11, 2024

## **CERTIFICATIONS**

### **CERTIFICATION REGARDING DEBARMENT, SUPENSION 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 omission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contact 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 the three-year period proceeding 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 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: \_\_\_\_\_

Date: \_\_\_\_\_

## **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 (7CFR 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: \_\_\_\_\_

## **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 maintain 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 abuse statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## **CERTIFICATION REGARDING CONFLICT OF INTEREST**

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

1. No manager, employee or paid consultant of the proposer is a member of the 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, president or 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 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 Grand 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 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 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: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_



## **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 for-profit corporation and certifies that it is not delinquent in its franchise tax payment 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 Organization: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_