



**Request for Proposals
For
Management and Operations
Of Workforce Solutions Middle Rio Grande
One Stop Services**

Key Dates

RFP Issued: April 29, 2024, 6:00 P.M. (CST)
Bidder's Conference (via webinar): May 6, 2024, 10:00 A.M., (CST)
Proposals Due: May 31, 2024 @ 3:00 P.M., (CST)

Request/Submit Applications and Proposals to:

**Workforce Solutions Middle Rio Grande
Attention: Rosie Lozano, Interim Executive Director
216 W Main Street, Suite B, Uvalde, Texas 78801
(if hand-delivered or by courier service)
P.O. Box 760, Uvalde, TX 78802 (if mailed)**

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Workforce Solutions of the Middle Rio Grande is an Equal Opportunity Employer/Program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. Deaf, hard-of-hearing or speech impaired customers may contact **Relay Texas**: 1-800-735-2989 (TDD) and 1-800-735-2988 7-1-1 (Voice).

Babel Notice: This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

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Request for Proposals for Management and Operations of Workforce Solutions of the Middle Rio Grande One-Stop Services

1. INTRODUCTION

Workforce Solutions of the Middle Rio Grande (WFMRG) appreciates your interest in providing services to the Middle Rio Grande region. This Request for Proposals (RFP) incorporates the information necessary for eligible Bidders to submit a responsive proposal. Throughout this document you will note [blue, underlined](#) text which represents links to supporting documentation and/or referenced information that will increase the potential for a successful proposal. To facilitate the development of this proposal, potential Bidders will have the opportunity to submit questions regarding this RFP and its process. Questions must be submitted in writing via email no later than 12:00 noon on May 3, 2024 to Rosie Lozano at rosalind.lozano@wfsmrq.org . Bidders conference will be conducted through Microsoft Teams only.

2. PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Middle Rio Grande Workforce Development Board, d/b/a Workforce Solutions Middle Rio Grande (referred to as the “Board”), is soliciting proposals from qualified organizations to operate and manage One Stop Centers located throughout the Middle Rio Grande Workforce Development Area. The One Stop Services Centers, administered by Workforce Solutions Middle Rio Grande, are designed to provide employers and residents with one-stop access to an array of workforce programs and services.

Workforce Solutions Middle Rio Grande expects to enter into an expanding and extended relationship with one Workforce Services Provider for the operation and management of its One Stop Services as a result of this RFP. Workforce Solutions Middle Rio Grande is seeking a Workforce Services Provider who will:

1. Support the mission, vision, values, goals and principles of the Board, as expressed in the Strategic Plan.
2. Perform with the highest level of integrity and business ethics.
3. Work to continuously improve the performance of the One Stop Center system and the quality of customer service.
4. Focus on providing business-driven services.
5. Target industry sectors and high growth/high demand career opportunities as identified by the Board.
6. Increase the number of employers and residents using center services.
7. Expand and enhance partnerships with other local organizations to expand resources and services to our customers.
8. Focus on the seamless integration of programs, services and operations.
9. Demonstrate creativity and innovation.

10. Work to exceed established performance measure targets.

11. Promote self-sufficiency for program participants.

Activities and Services Solicited in this RFP

Services solicited in this RFP include the operation of the One Stop Centers and the provision of services to eligible participants in the nine (9) county Middle Rio Grande Region: Dimmit, LaSalle, Zavala, Maverick, Uvalde, Real, Edwards, Kinney and Val Verde counties.

WFSMRG requests the provision of quality customer services to business and resident customers. Center operations will encompass the coordinated and integrated delivery of workforce programs and services consistent with local and state plans as well as applicable federal, state and local laws, rules, regulations, policies, and directives. One Stop Center operators shall provide allowable activities under the following workforce programs:

- The Workforce Innovation and Opportunity Act
- Temporary Assistance for Needy Families (TANF)/Choices
- Food Stamp Employment (Supplemental Assistance) Employment Training (SNAP)
- Trade Adjustment Assistance (TAA)
- Wagner-Peyser Employment Services
- Migrant Seasonal Farm Worker
- Military Family Support
- Reemployment Services and Eligibility Assessment; and other grants and initiatives

Management of the One Stop Centers will include the coordination, integration and direction of the daily activities of partner staff and programs that are located within the centers. Partner staff and programs include, but are not limited to:

- Texas Workforce Commission (TWC) – Wagner-Peyser Employment Service (ES); Unemployment Insurance; Senior Texans Employment Program (STEP)
- Texas Veterans Commission – Veterans Employment Services
- Child Care Delivery Services (CCDS)
- Job Corps
- Texas Workforce Commission (TWC) - Vocational Rehabilitation Services (VRS)
- Health and Human Services (HHS)

Workforce Solutions Middle Rio Grande reserves the right to assign to the selected Workforce Services Provider responsibility for additional programs and funds as may be made available to Workforce Solutions Middle Rio Grande. A detailed description of the activities and services solicited under this RFP is contained in Scope of Work.

Activities and Services Not Solicited in this RFP

The following functions, activities and services are not solicited in this Request for Proposal (RFP):

- Planning, general administration and monitoring and oversight of programs of Workforce Services Providers. These functions are retained by the Board.
- Child Care Delivery System – this service is provided by a separate Workforce Services Provider.
- No other leases or property will be entertained under this RFP. If modifications in location, size, number of facilities, or layout of existing facilities becomes necessary, the Board will expect the Workforce Services Provider(s) to fully cooperate in the implementation of such efforts and contracts will be amended as necessary. Workforce Solutions Middle Rio Grande will retain lease or ownership of all necessary facilities.
- Sufficient equipment is in place for current operations of One Stop Centers, including fax machines, copiers, telephones, furniture, and computer systems (desktops/laptops/servers). For the purposes of this RFP, we do not seek to purchase additional equipment, furniture or operating/management information systems.

Eligible Proposers

Individuals, private and public, for-profit and non-profit organizations, Community Based Organizations (CBO's) or other entities are eligible to respond to this RFP. **Bidders should have a lead entity that will hold the contract.**

Partnerships, consortiums or joint ventures may submit a proposal. All parties must be eligible proposers and a signed certification must be obtained from each party attesting to their agreement to all terms of the proposal and any resulting contract, if awarded. Proposals from partnerships, consortiums or joint ventures must clearly identify the lead entity that will be responsible for overall operations, financial accountability, legal obligations, and all reporting requirements. A copy of the partnership/consortium/joint venture agreement must be submitted as part of the proposal. The agreement must detail the roles and responsibilities of each party to the agreement. Workforce Solutions Middle Rio Grande reserves the right to have such arrangements reviewed by its legal counsel to ensure that they are legally binding.

Proposals may also be submitted using a Managing Director/PEO Model. An agreement must be in place between the Managing Director and the Professional Employer Organization (PEO) or staff leasing company prior to submitting a proposal and the agreement must be submitted as part of the proposal. A contract awarded under this model will be between the Board and the managing director only. It is the sole responsibility of the managing director to contract with a third entity, such as a PEO.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or receive a contract.

Subcontracting – Subcontracting is permissible. All subcontracts are subject to applicable federal, state and local laws, rules, regulations, and policies governing procurement. No more than 20% of funds awarded under this contract may be subcontracted. The use of any subcontracts must be specified in the proposal. If a bidder proposes to subcontract any of the services to be provided, the bidder must identify which services are to be subcontracted and the rationale behind using a subcontractor rather than providing the services itself. The bidder must also describe how subcontractor were (or will be) procured and selected, their qualifications, and the basis for payments. Subcontractor shall be subject to the same requirements as the bidder under this RFP and any resulting contract. Workforce Solutions Middle Rio Grande must approve all subcontracts prior to the final execution of a contract.

Competency - Proposer must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to accomplish the scope of work and the goals and objectives described in this RFP. Proposers must meet high standards of public service and fiduciary responsibility. The Board requires assurance that the Workforce Services Provider's performance of the terms and conditions of the contract will be undertaken in accordance with the highest level of integrity and business ethics. Proposers are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response. Information on pertinent workforce programs and legislation may be found through the Texas Workforce Commission at www.texasworkforce.org. Workforce Services Providers selected will be required to assume full responsibility for all activities and services included in the contract. Workforce Solutions Middle Rio Grande will provide training on necessary documents and procedures to any Workforce Services Provider selected via this RFP.

Responsible Proposer/Workforce Services Provider – Proposer must guarantee that it is responsible and possesses the ability to perform successfully under the terms and conditions of a contract, that it has adequate financial and technical resources or the ability to obtain such resources as required during the performance of a contract and that it has the administrative capability, capacity and competence necessary to carry out the terms and conditions of a contract as specified. If the Board determines, at its sole discretion, that the bidder is not responsible or that it does not possess the administrative, financial, and technical resources and capabilities necessary to successfully perform under the terms and conditions of a contract, no contract will be awarded or if determined not responsible after an award, it shall terminate the contract.

Outstanding Monitoring, Audit or Legal Concerns – Bidders must disclose any and all outstanding monitoring and/or audit concerns from any of the bidder's other contracts prior to receiving a contract resulting from this RFP. Additionally, bidders must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organizations, its owners, officers, or principals.

Service Delivery Areas

The Board service delivery areas within the Middle Rio Grande Workforce Development Area consist of nine (9) counties: Dimmit, LaSalle, Zavala, Maverick, Uvalde, Real, Kinney, Edwards and Val Verde. Workforce Solutions Middle Rio Grande has established full-service One Stop Centers in Uvalde, Dimmit, Maverick and Val Verde.

Workforce Solutions Middle Rio Grande reserves the right to select one Workforce Services Provider to enter into negotiations for the award of a contract as determined to be in its best interests.

Procurement Standards

It is the policy of WFSMRG to conduct procurement in a manner that provides for full and open competition. Prior to awarding a contract, WFSMRG will conduct a pre-award review to evaluate the proposer's financial management system and make an assessment of the proposer's level of risk of noncompliance or nonperformance under the contract. An award will be made only to an organization possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract and a positive pre-award review. The services solicited under this RFP are procured under the Competitive Proposal Method outlined in the TWC Financial Manual for Grants and Contracts (FMGC).

Authority

All Workforce Services Providers receiving an award as a result of this RFP must fully comply with applicable federal, state and local laws, rules, regulations, and policies including, but not limited to the following:

- The Workforce Innovation and Opportunity Act
- Portions of the Social Security Act [42USCA §301, et seq.]
- The Food Stamp Act of 1977 [7 USC §2000 et seq.]; federal regulations 7 CFR 271-through 273
- Personal Responsibility and Work Opportunity and Reconciliation Act of 1996 (PRWORA) [Public Law 104-193]
- Wagner-Peyser Act of 1933, as amended Federal regulations issued by the U.S. Department of Health and Human Service

3. BACKGROUND

The Middle Rio Grande Workforce Development Board (Board), d.b.a. Workforce Solutions of the Middle Rio Grande is a non-profit, tax-exempt organization that oversees workforce development programs in the nine (9) county Middle Rio Grande workforce development area. These programs serve employers and job seekers in an effort to match job seeker skills with employer's hiring needs. WFSMRG's total operating budget is approximately \$4,000,000. The Board is comprised of approximately thirty-seven (37) Board members, the majority of which represent private sector businesses in the region. The balance of the membership of Workforce Solutions is composed of representatives of educational agencies, literacy organizations, organized labor, rehabilitation services, community-

based organizations, economic development agencies, the state human service agencies, and the public employment service. WFMRG is responsible for the planning, evaluation and oversight of workforce development programs in the region. WFMRG primarily receives funding from the United States Department of Labor through the Texas Workforce Commission (TWC).

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.

Vision

The vision which the WSMRG 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.

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 Middle Rio Grande Workforce programs will develop a collaborative partnership between education, business, economic development and the community in 3 general areas 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 both Board and Contractor staff to ensure effective performance of their duties.

4. CONTRACT INFORMATION

Contract Type

The Board expects to execute a single contract as a result of this RFP. The contract executed as a result of this RFP will be cost reimbursement or a hybrid cost reimbursement as determined by Workforce Solutions Middle Rio Grande to be more advantageous. All contracts shall be contingent upon the receipt of sufficient funding from the Texas Workforce Commission (TWC). Negotiated contract amounts will be contingent upon funding actually received. Final contracts will also be subject to any changes in legislation, regulations, or policies promulgated by the Federal funding sources, the U.S. Department of Labor, or the Texas Workforce Commission (TWC). Workforce Solutions Middle Rio Grande will reserve the right to vary or change the terms of any contract solicited under this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary in the interest of Workforce Solutions Middle Rio Grande.

The Board is committed to service excellence and in achieving results. For this reason, the Board may provide a financial incentive for successfully exceeding Board established criteria. The incentive will be classified as profit in the case of for-profit Workforce Services Providers. Profit funds will be negotiated with the successful proposer.

Contract Period

The contract resulting from this procurement will be for a period of one (1) year beginning on October 1, 2024 and ending on September 30, 2025. The contract may be renewed for an additional three (3) one-year periods at the sole discretion of the Board and based on satisfactory performance and compliance with contractual obligations. In no event shall the total term of a contract exceed four (4) years. **Workforce Solutions Middle Rio Grande Board reserves the right to terminate a contract annually or earlier based on Workforce Services Provider performance and compliance with contractual obligations, and/or contract terms and conditions.**

Funding

Funding for all activities and services is contingent upon the receipt of program funding from the Texas Workforce Commission. Details on the projected funding levels that will be made available to successful bidder under contract are contained in Exhibit 2 of this RFP.

5. GOVERNING PROVISIONS AND LIMITATIONS

- A. The primary purpose of this RFP is to ensure uniform information in the solicitation of proposals for the operation and management of all One Stop Centers in the Workforce Solutions Middle Rio Grande Area. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit Workforce Solutions Middle Rio Grande to pay for costs incurred in the preparation of a response or any other costs incurred prior to the execution of a formal contract, *unless such costs are specifically authorized in writing by Workforce Solutions Middle Rio Grande.*

- B. Workforce Solutions Middle Rio Grande reserves the right to accept or reject any or all proposals received, and to cancel and/or reissue this RFP in part or its entirety.
- C. Workforce Solutions Middle Rio Grande reserves the right to award a contract for any items/services or group of items/services solicited in this RFP in any quantity the Board determines is in its best interest.
- D. This is a negotiated procurement utilizing the Request for Proposal method, and as such, the selection and award of a contract does not have to be made to the respondent submitting the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies the Board's requirements and is determined to be in its best interests.
- E. Workforce Solutions Middle Rio Grande reserves the right to award a contract for any item/services or group of items/services solicited in this RFP in any quantity Workforce Solutions Middle Rio Grande determines is in its best interests.
- F. Workforce Solutions Middle Rio Grande reserves the right to waive any defect in this procurement or to correct any error(s) and/or make changes to this solicitation as it deems necessary. It will provide notifications of any changes to all bidders recorded in the official record (Distribution Log/Receipts Record) as having requested or received a copy of this RFP.
- G. Workforce Solutions Middle Rio Grande reserves the right to request additional information, clarification or explanation of any aspect of a response to this RFP.
- H. Workforce Solutions Middle Rio Grande 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 Workforce Solutions Middle Rio Grande.
- I. Workforce Solutions Middle Rio Grande 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 bidders.
- J. Workforce Solutions Middle Rio Grande reserves the right to conduct reviews of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur prior to, or subsequent to, the award of a contract or agreement. Any misrepresentation of the bidder's ability to perform as stated in the proposal may result in the disqualification of the bidder or the cancellation of any contract or agreement awarded via this RFP.
- K. Bidders selected for contract award must meet the requirements of Workforce Solutions Middle Rio Grande's key control certification system to ensure the financial integrity of the entity prior to the execution of a final contract. Workforce Solutions Middle Rio Grande or its designee will conduct a pre-award review of the selected bidder prior to the execution of a final contract.
- L. Workforce Solutions Middle Rio Grande reserves the right to withdraw or reduce the amount of any 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 specific funding source of Workforce Solutions Middle Rio Grande.
- M. Workforce Solutions Middle Rio Grande will reserve the right to impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract.

- N. Bidders shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, board member, employee, or agent of Workforce Solutions Middle Rio Grande for the purpose of having an influencing effect on this procurement.
- O. Bidders shall not engage in any activity which would restrict or eliminate competition. Bidders shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, Workforce Board of Directors, employee, application evaluator, or agent of WFSMRG or elected official for purposes of having an influencing effect on this procurement. Violation of this provision may cause a bidder to be disqualified.
- P. No board member, officer, employee, or agent of Workforce Solutions Middle Rio Grande shall participate in the selection, award or administration of a contract supported by Board funds if a conflict of interest, real or apparent, would be involved.
- Q. All proposals submitted must be an original work product of the proposing entity. The copying, paraphrasing or other use of substantial portions of the work product of others and submitted hereunder as original work of the bidder is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.
- R. The contents of a successful proposal may become a contractual obligation and be incorporated by reference if selected for award of a contract. Bidders must intend to fulfill all the representations made in their proposal. Failure of the bidder to accept this obligation may result in the cancellation of the award. No plea of error or mistake shall be available to successful bidders as a basis for release of proposed services at stated price/cost. Any damage incurred by Workforce Solutions Middle Rio Grande as a result of a successful bidder's failure to contract may be recovered by the proposing entity.
- S. A contract with a selected bidder may be withheld, at the sole discretion of Workforce Solutions Middle Rio Grande, if issues of contract or regulatory compliance or questioned/disallowed costs, audit/monitoring findings, or legal issues exist until such issues are satisfactorily resolved. Workforce Solutions Middle Rio Grande may withdraw the award of a contract if resolution is not satisfactory to Workforce Solutions Middle Rio Grande.
- T. Workforce Solutions Middle Rio Grande reserves the right to deem non-responsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFP.

6. ADMINISTRATIVE REQUIREMENT AND LIMITATIONS

- A. Employees of a Workforce Services Provider are subject to the exclusive control and supervision of the Workforce Services Provider. Workforce Services Provider is solely responsible for oversight, management, supervision, criminal background checks, hiring, discipline, training, evaluation, etc. for its employees.
- B. The successful Workforce Services Provider will have management authority over Texas Workforce Commission personnel funded under Wager-Peyser Employment Services in accordance with the Texas model. The Workforce Services Provider(s)

shall ensure that these staffs are integrated into the overall delivery of services available in the One Stop Centers.

- C. Proof of insurance is not a requirement for the submission of a proposal, but the selected bidder will be required to obtain all insurances specified in this RFP and provide Workforce Solutions Middle Rio Grande with proper certificates or policies prior to commencing work under a contract resulting from this RFP. Workforce Solutions Middle Rio Grande and its Board of Directors must be listed as an additional insured on each policy.

General Liability - Workforce Services Providers are required to carry general liability insurance coverage sufficient to cover any liability that may arise from the performance of a contract resulting from this RFP. General liability insurance must cover bodily injury and property damage to a third party and personal injury; \$500,000 each occurrence and \$1,000,000 aggregate is required. A reasonable deductible is allowed but may not exceed \$10,000.

Errors and Omissions – Workforce Services Providers must carry errors and omissions insurance.

Directors and Officers – It is required that Workforce Services Providers maintain directors and officer's insurance.

Motor Vehicle – If the Workforce Services Provider or their employees use motor vehicles in conducting business under a contract resulting from this RFP, liability insurance coverage covering bodily injury and property damage must be provided through a commercial insurance policy. Such insurance shall provide a minimum coverage of: \$100,000 liability per occurrence; \$300,000 aggregate liability; \$100,000 property damage; personal injury protection; uninsured motorist protection; and a maximum deductible of \$500.00.

Worker's Compensation – Workforce Services Providers must ensure that all employees are covered by worker's compensation insurance.

If self-insured, the Workforce Services Provider must warrant that it will maintain coverage sufficient to cover any liability specified above that may arise from performance under a contract resulting from this RFP.

If the Workforce Services Provider warrants that it is a State Agency and that it is self-insured, then the Workforce Services Provider must be able to pay any obligation that it incurs under the terms of a contract or agreement, including any liability that may arise from the performance of a contract.

Fidelity Bond – All Workforce Services Providers must obtain and maintain a fidelity bond that indemnifies Workforce Solutions Middle Rio Grande against loss arising from a fraudulent or dishonest act of the Workforce Services Provider's officers and employees holding positions of fiduciary trust. The Workforce Services Provider must be the insured entity and Workforce Solutions Middle Rio Grande must be the assigned certificate holder. The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash/reimbursement requests submitted on a given day or the cumulative amount of funds on hand at any given point.

In addition, Workforce Services Providers must secure an additional amount of funds against loss as specified in TWC rule at 40 TAC §801.54(b) and as described in the TWC Financial Manual for Grants and Workforce Services Providers, Chapter 3, §3.1.

- D. Profit is an allowable cost and will be negotiated only with for-profit organizations. Profit will be capped at eight (8) percent. Profit will be negotiated as a separate item during contract negotiations.
- E. Indirect Rates and Administrative/Management Fees must meet the requirements specified in the Texas Workforce Commission's Financial Manual for Grants and Contracts. Rates and fees must be supported by appropriate documentation. The entity can elect to have a 10% de minimis indirect cost rate if all requirements are met.
- F. Workforce Services Providers must have the financial resources or the ability to obtain financial resources sufficient to meet their cash flow needs. In the event there is a need for an advance it will be looked at when the pre-award is done and negotiated at the time of the contract.
- G. Workforce Services Providers must have an audit performed annually by an independent auditor in accordance with the requirements specified in the Texas Workforce Commission's Financial Manual for Grants and Contracts. Workforce Solutions Middle Rio Grande reserves the right to conduct or cause to be conducted an independent audit of all funds received under a contract issued by Workforce Solutions Middle Rio Grande, notwithstanding the requirement above. Such audits will be conducted in accordance with applicable federal and state rules, regulations, and established professional standards and practices.
- H. Workforce Services Providers must agree to comply with all rules, policies, directives and plans promulgated by Workforce Solutions Middle Rio Grande and the Texas Workforce Commission.
- I. Workforce Services Providers shall be responsible for ensuring compliance with all applicable laws, rules, regulations, policies, and directives governing programs and services solicited under this RFP.
- J. All Workforce Services Providers will be subject to compliance monitoring (fiscal and programmatic). At any time during normal business hours, and as often as deemed necessary, staff of Workforce Solutions Middle Rio Grande, Texas Workforce Commission, U.S. Department of Labor, other State and Federal agencies, or their duly authorized representatives shall have complete access to any and all records or papers in their real-time and/or original form, not copies, that are related to a contract resulting from this RFP for the purpose of verifying contractual, performance, and compliance with applicable laws, rules, regulations, and policies.
- K. Contractors must provide reports or information on clients, finances, performance, and program operations as may be requested or required by Workforce Solutions Middle Rio Grande.
- L. Workforce Services Providers will be responsible for operating One Stop Centers in accordance with criteria established by the Texas Workforce Commission and for maintaining center certification.
- M. Workforce Services Providers shall be responsible for meeting or exceeding all assigned state, federal and local performance measures associated with the programs that are part of this RFP and any resulting contract. Workforce Services

- Providers will also be responsible for any changes in performance measures, including targets that may occur during the contract period.
- N. Workforce Services Providers will be required to prepare and maintain participant and financial records in accordance with instructions/policies issued by Workforce Solutions Middle Rio Grande. All records from a program and/or contract year must be retained for a minimum of three (3) years from the date closeout reports are submitted and accepted by Workforce Solutions Middle Rio Grande unless any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the three-year period or the retention period required by the Texas Workforce Commission award.
- O. Workforce Services Providers will be required to maintain a case file for each workforce program participant in accordance with standards established by Workforce Solutions Middle Rio Grande. Such files will be considered the property of Workforce Solutions Middle Rio Grande and must be turned over to Workforce Solutions Middle Rio Grande upon request or upon the end of a contract.
- P. Workforce Services Providers must ensure that all activities and services provided pursuant to an executed contract comply with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, with respect to physical and program accessibility.
- Q. *Nondiscrimination and Equal Opportunity* – Workforce Services Providers must conduct all programs and services in accordance with provisions of the following laws:
- Titles VI and VII of the Civil Rights Act of 1964, as amended;
 - Section 504 of the Rehabilitation Act of 1973, as amended;
 - Title IX of the Education Amendments of 1972, as amended;
 - The Age Discrimination Act of 1975, as amended;
 - Americans with Disabilities Act of 1990, as amended;
 - Non-Traditional Employment for Women Act of 1991, as amended;
 - Workforce Services Providers will not deny the benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation, or belief.
- R. Workforce Services Providers will be required to input data on One Stop Center customers into The Workforce Information System of Texas (WORKFORCE CASE MANAGEMENT REPLACEMENT SYSTEM) and the Work-In- Texas system in accordance with policies and manuals issued by Workforce Solutions Middle Rio Grande and/or the Texas Workforce Commission. Workforce Services Providers must ensure that data entry is performed in a timely and accurate manner. Workforce Services Providers will be responsible for the integrity of all data, records and reports.
- S. Workforce Services Providers will be expected to fully cooperate with Workforce Solutions Middle Rio Grande in planning and implementing any changes to the service delivery system, including the reduction or addition of facilities, and/or alteration of facilities as deemed necessary and appropriate by Workforce Solutions Middle Rio Grande.

- T. Workforce Services Providers will be expected to fully cooperate with Workforce Solutions Middle Rio Grande in the development and implementation of partnerships and collaboratives with other community organizations to maximize resources and services for the benefit of One Stop Center customers. This includes any Memorandum of Understanding (MOU) or other agreements as may be entered into by Workforce Solutions Middle Rio Grande. This does not preclude Workforce Services Providers from initiating such partnerships or collaborations on their own but must first be approved by WFSMRG. Such arrangements are strongly encouraged.
- U. Any and all purchases/procurements of goods and services by a Workforce Services Provider with funds received under a contract issued by Workforce Solutions Middle Rio Grande must comply with all applicable federal, state and local laws, rules, regulations, and policies, including the requirements specified in the Texas Workforce Commission's Financial Manual for Grants and Contracts and the requirements of Workforce Solutions Middle Rio Grande.
- V. Workforce Services Providers shall ensure that One Stop Centers are open to the public with the possibility of extended hours during the week and weekends for Full-Service Centers except for authorized holidays or other closures.

7. SUBMISSION OF INFORMATION

Response Deadline

All proposals must be officially received and recorded by WFSMRG no later than **May 31, 2024 by 3:00 p.m. CST in order to be considered.** Official receipt of proposals submitted will be by entry on a proposal receipt log. A receipt form will be issued upon request. Respondents who mail a proposal will be sent a copy of the receipt form upon request. All proposals may be hand-delivered or mailed prior to the stated deadline to:

Workforce Solutions Middle Rio Grande
Attention: Rosie Lozano, Interim Executive Director
216 W Main Street, Suite B
Uvalde, Texas 78801 (if hand delivered or by courier services)
P.O. Box 760
Uvalde, Texas 78802 (if my mail)

Proposals submitted by mail, courier or overnight mail services 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 or e-mailed proposals will not be accepted.

Modifications or amendments to a proposal must comply with the requirements and response deadline. A respondent may withdraw a proposal at any time during the procurement process by submitting a written request to Rosie Lozano, Interim Executive Director, 216 W Main Street, Suite B, Uvalde, Texas 78801.

RFP Schedule of Events

RFP Release Date	April 29, 2024 @ 6:00 p.m. CST
RFP Questions Submission Due Date	May 3, 2024 @ 12:00 p.m. CST (noon)
RFP Bidders Conference *	May 6, 2024 @ 10:00 a.m. CST
RFP Submission Deadline	May 31, 2024 @ 3:00 p.m. CST
RFP Submission Address	Workforce Solutions Middle Rio Grande 216 W. Main Street Suite B Uvalde, Texas 78801 Attn: Rosie Lozano, Interim Executive Director
Contract Start Date	October 1, 2024
* Bidders conference will be done via Teams teleconference	
<i>Dates are subject to change. Entities requesting a copy of the RFP will be notified in writing of any changes in the procurement schedule. All times shown are Central Standard Time (CST).</i>	

Bidders Conference

- A. WFSMRG will hold a Bidder's conference on May 6, 2024 @ 10:00 a.m. CST. Interested parties will only have the option to participate via TEAMS teleconference. Bidders may join the Teams Meeting:

Meeting ID: 236 830 360 94

Passcode: jYbDqG

ALL QUESTIONS MUST BE SUBMITTED VIA E-MAIL TO ROSIE LOZANO AT rosalind.lozano@wfsmrq.org NO LATER THAN 12:00 PM CST ON MAY 3, 2024 for the bidders conference. No Impromptu questions will be permitted

- B. All questions received via email will be available on WFSMRG's website no later than close of business, May 8, 2024.
- C. No other representative of WFSMRG is allowed to accept or respond to questions related to this solicitation other than:

Rosie Lozano, Interim Executive Director

Workforce Solutions Middle Rio Grande

216 W Main Street, Suite B

Uvalde, TX 78801

rosalind.lozano@wfsmrq.org

- D. Other than written questions submitted to WFSMRG prior to the deadline for such questions as specified in the RFP, potential respondents are prohibited from making contact with WFSMRG staff or Board of Directors at any time during this procurement process regarding the RFP, the evaluation process, recommendation and/or award of contracts, or to gain any other information that could provide a competitive advantage of one respondent over another. **Violations of this prohibition will result in the automatic disqualification of the offending proposer.**

E. Other than as specified above, all members of the WFSMRG Board, WFSMRG staff, individuals that have reviewed the RFP prior to its release, authorized representatives, agents, or partners of WFSMRG are precluded from entertaining or answering questions concerning this RFP or the procurement process.

Availability of RFP

The RFP will be posted on WFSMRG's website. The RFP is also available at the above address from 8:00 a.m. thru 5:00 p.m., Monday through Friday (except for holidays). Any interested party that receives this RFP by means other than directly from WFSMRG is responsible for notifying WFSMRG in writing that it has received an RFP package so that if an addendum is issued to this RFP, the information can be provided to such party. **All parties shall be responsible for acknowledging all addendums. The failure to list an item or items in all affected sections of the addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth in the addendum.**

Proprietary Information and The Texas Public Information Act

Proposer is hereby notified that WFSMRG strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. WFSMRG may seek to protect from disclosure all information submitted in response to this RFP until such time as a final agreement is executed. Upon execution of a final agreement, WFSMRG will consider all information, documentation, and other materials requested to be submitted in response to this RFP to be of a non-confidential and non-propriety nature and, therefore, subject to public disclosure under Chapter 552.001. Proposer will be advised of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information that may be protected from release are noted in Sections 552.101, 552.110, 552.113 and 552.131 of the Government Code.

8. SCOPE OF WORK

The One Stop Center is the foundation of the local workforce delivery system. It is intended to provide employers and residents easy access to a broad array of workforce information and services. The One Stop Center is built upon the following principles:

- Universality – a certain level of information and service is available to everyone, with no eligibility restrictions
- Customer choice – providing information that allows the customer to make informed decisions
- Integration – services are provided in a seamless, integrated, non-program specific manner (invisible to the customer)
- Quality customer service
- Continuous improvement
- Performance and accountability

Workforce Solutions Middle Rio Grande seeks proposals from qualified organizations to manage and operate One Stop Centers located in the Middle Rio Grande Workforce Development Area. The operation of the One Stop Centers includes the provision of allowable activities and services under the following programs:

- The Workforce Innovation and Opportunity Act
- Temporary Assistance to Needy Families (TANF)/Choices
- Supplemental Nutrition Assistance Program (SNAP) Employment and Training
- Trade Adjustment Assistance
- Migrant Seasonal Farm Workers
- And other government funded workforce programs and special grants
- Wagner-Peyser Employment Services*
- Veterans' Employment Services**

*Under the terms of the Wagner-Peyser Employment Services, Texas Workforce Commission (TWC) staff are located within the centers and employed by TWC. The Workforce Services Provider will be responsible for the integration of these services and the day-to-day direction of program staff under the Texas Model.

**Veterans Employment Services are provided by staff located within the centers and employed by the Texas Veterans Commission (TVC). The Workforce Services Provider will be responsible for the coordination of this program and staff with the TVC.

The Texas Workforce Commission Vocational Rehabilitation staff are co-located and integrated at the One Stop Centers.

Coordination with employers, community-based organizations, faith-based organizations, public entities, and other agencies to maximize resources and avoid duplication of service is expected.

Coordinate the interaction, cooperation, and participation of the WIOA-required and other partners in service delivery at the One Stop Center, all in accordance with WIOA expectations for intake, application, enrollment, service delivery coordination, case management, referrals, and performance measurement.

Co-located with centers are numerous partner agencies that assist in carrying out the one-stop concept. Partner agencies include but not limited to:

- Texas Workforce Commission (Employment Services, Unemployment Insurance, Senior Texas Employment Program)
- Texas Veterans Commission (Veterans Employment Services)
- Texas Workforce Commission (TWC) - Vocational Rehabilitation Services (VRS)
- Texas Health and Human Services Commission
- Gary Job Corps
- Child Care Contract
- MET, Inc.

The Workforce Services Provider(s) will be required to coordinate the staff and services of these partners through an integrated, seamless system.

The Workforce Services Provider will also be responsible for contributing to the attainment of TWC contracted measures and Board goals.

Employer Services

Employer Services (One Stop Center based services such as job development, job orders, and another services, etc.) will be provided by Workforce Services Provider by engaging employers, education, and training providers to work together to align career and technical education with local industry skill expectation, the Middle Rio Grande region will have job seekers that are trained to meet the employer's hiring criteria to obtain employment. WFSMRG Board staff have identified the strategies below to focus on employers in the Middle Rio Grande region:

- Strategy 1: Work together with employers, education and training providers, and local organizations to better align career and technical education with local industry skill expectation.
- Strategy 2: Increase marketing, outreach, and enrollment efforts in rural communities
- Strategy 3: Continue to work with rural counties to assist with employer retention and expansion strategies and to provide information about any opportunities for grant assistance i.e. skills development grants.
- Strategy 4: Strengthen and expand mechanisms that capture employer needs and develop tools, processes, and actions that support these needs.
- Strategy 5: Identify under-utilized talent pools, such as Migrant Seasonal Farm Worker youth, foster youth, individuals with special needs, and residents of underserved areas, to increase their marketability through community partnerships, training, and resources that promote linkages with employers.

Rapid Response

Collaboratively assist employers who are reducing their workforce or closing operations to obtain rapid response services for the company and the dislocating workers with attention to timeliness and efficiency. Coordinate with the local rapid response team, as outlined by the state and further defined with specific partners at the local level, Unemployment Compensation, Trade Act, and WFSMRG, to deliver services in the manner described and also coordinate with any organization representing the impacted labor force, elected officials and WFSMRG to remain informed and knowledgeable of the service delivery and results

Job Seeker Services

Residents or job seekers (all job seekers, regardless of employment status, education, skill or ability) must have access to high-quality labor market information and information on training and other services to facilitate finding and retaining productive employment leading to self-sufficiency or obtaining better employment. Job seekers must have access to literacy (including English as a Second Language, General Educational Development and Adult Basic Education) and workplace skills as needed for employment, education and career

opportunities. WFSMRG Board staff have identified the strategies below to build an educated and skilled workforce in the Middle Rio Grande region:

- Strategy 1: Increase work experience opportunities that align with the targeted occupations.
- Strategy 2: Promote and structure training services that provide portable, stackable, and transferable credits and credentials.
- Strategy 3: Support local initiatives that focus on technology as spearheaded by industry-centered partnerships.
- Strategy 4: Continue working on alignment to the TWC-contracted goals and regional workforce needs, and funding opportunities that expand available training/educational resources for students, job seekers, and incumbent workers.

Resident or job seeker services will help access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. Particular attention shall be placed on serving priority populations and individuals with barriers to employment.

- **Career Services** –Enhancing services provided to job seekers and employers through the One Stop Center System by requiring the co-location of Wagner-Peyser Employment Services; emphasizing the use of career pathways and sector partnerships to promote employment for on-the-job training and customized training and by increasing linkages with Registered Apprentices.
- **Training** – Training services may be made available to individuals who have met program eligibility requirements and after assessment have been determined to be in need of training and have the skills and qualifications to successfully complete training. Training services include: occupational skills training, on-the-job training, skill upgrading and retraining, entrepreneurial training, job readiness training, and customized training. When combined with occupational skill training, may also include Adult Basic Education, GED, English as a Second Language, computer literacy, and financial literacy training.

Workforce activities and services may vary based on program specific eligibility and delivery requirements. Proposers, must at a minimum, provide the following job seeker services:

1. Outreach and recruitment
2. Orientation
3. Worker profiling (for unemployment insurance claimants)
4. Eligibility determination
5. Career counseling
6. Consumer information on the local workforce area's performance
7. Labor market information
8. Information on training programs and providers
9. Information and appropriate referrals to available community resources
10. Information and assistance regarding the filing of unemployment insurance claims and hearing appeals

11. Information on available financial aid
12. Comprehensive assessment and testing
13. Development and updating of Individual/Family Employment Plans
14. Case management
15. Job development and placement assistance (group and individual)
16. Job matching and referral services
17. Access to current job listings
18. Job seeking/keeping workshops/seminars
19. Financial literacy
20. Referrals for occupational training based on targeted occupations identified by the Board, including the establishment of Individual Training Accounts. See TWC website for a list of current targeted industries and occupations,
21. Referrals for specialized education/training services such as Adult Basic Education, English as a Second Language, GED, and Pre-vocational short-term training, and other appropriate services
22. Provision of supportive services
23. Maintenance of a resource room – providing customers with open access to computers, Internet browsing, job information, online resources (e.g. resume writing tools, career information, self-assessment tools, etc.), copiers, fax machines, phones, and other resources to assist customers with self-directed job search
24. Development of on-the-job training, internships, work experience, customized training and incumbent worker training and subsidized employment opportunities
25. Follow-up
26. Any other services as reflected in TWC's service matrix or other guidance and data tools.

Other Appropriate Services and/or Innovative Enhancements - Proposer should suggest other innovative strategies or enhancements that respond to the needs of job seekers and promote excellence in customer service. If additional services are proposed, a description should be included in the proposal narrative.

Resources

The selected Workforce Services Provider will assume complete responsibility for the management of local One Stop Centers, including administrative and operational staff, supplies, and materials on October 1, 2022.

- A. **Staffing** – Proposers should make an independent analysis and projection for necessary staffing. Workforce Solutions Middle Rio Grande expects staffing to be based on function as opposed to program or funding stream. Staffing and services are to be integrated and consistent with the vision of TWC and WFSMRG Board.

The Board strongly encourages any organization awarded a contract through this RFP to give first consideration in employment to qualified current center employees who may be displaced as a result of this procurement.

- B. **Facilities** – adequate facilities are currently in place for One Stop Center operations.

- C. **Equipment** – sufficient equipment is currently in place for center operations. For purposes of this procurement, Workforce Solutions Middle Rio Grande does not seek the purchase of additional equipment, management or operating systems, or furniture. Should the need for such items arise in the future, they will be negotiated with the Workforce Services Provider.
- D. **Budget** – for purposes of this procurement, budget costs should include, as applicable, but not limited to: staff wages/salaries, benefits, travel, professional development/training; consumable office supplies and materials; insurances and bonding; audit services; professional services; advertising (not marketing related); indirect costs, management fees, and profit.

The cost of One Stop Center facilities, including rent, utilities, phones, maintenance and repair, technology, and marketing are NOT to be included in the budget. Information regarding projected funding amounts for pass through funds (i.e. training and supportive services) is provided in Exhibit 2, but is not to be included in line-item budget.

Costs associated with public relations/marketing activities related to customer outreach/recruitment are NOT to be included in the budget. Such costs include advertising, media purchases, newsletters, and collateral materials (i.e. flyers, brochures, posters, etc.).

9. PROPOSAL PREPARATION AND SUBMISSION

Proposals will become the property of WFSMRG and will not be returned.

Proposal Format

- A. Proposals must be typed, single-spaced, and submitted on 8 ½ x 11-inch plain white paper, except for the financial audit, and/or other monitoring documents.
- B. Please do not use less than a 12-point font.
- C. Each page of the proposal, with the exception of the coversheet, must be sequentially numbered, including attachments, except for the financial audit, and/or other monitoring documents.
- D. Proposals must contain all required elements in the order prescribed.
- E. Proposals that do not conform to this requirement will be considered non-responsive and excluded from consideration under this procurement.

Number of Copies

- A. Proposers must submit one (1) original with all executed (i.e. original signatures) forms and certificates, plus four (4) identical electronic copy of your proposal on flash drive for evaluation purposes. Any proposal lacking the required copy will be ruled unresponsive and will not be considered under this procurement. Any differences between the original and the electronic copy are at the liability of the respondent.
- B. The original proposal must be clearly marked “Original” on the Cover Sheet and bear original signatures.

- C. All excel budget forms must be submitted as accessible excel spreadsheets and hard copy.
- D. Proposals are requested to be clear and concise with all responses. Please avoid repetitive language, as appropriate.

Proposal Validity Period

Each proposal will remain valid for WFSMRG's acceptance for a minimum of one hundred twenty (120) days after the submittal deadline, to allow for evaluation, selection and Board action.

Sequence of Submission (Response Checklist)

The proposal must be submitted with all required elements in the following order:

1. Cover Sheet- Attachment A
2. Organizational Chart
3. Organizational Chart for the Operation and Management of Middle Rio Grande Centers
4. Resume for key staff
5. Table of Contents
6. Executive Summary
7. Proposal Narrative
8. Budget Forms & Salary Allocation Plan (Excel File)
9. Budget Narrative
10. Administrative Management Survey – Attachment B
11. Fiscal Management Survey - Attachment C
12. Copy of any primary funding source reports regarding Corrective Action Plans as imposed by any Workforce Board, TWC, State, or a Federal agency, over the last 3 years, and the status of these plans.
13. Copy of any funding source reports regarding Performance Improvement Plans as imposed by a Workforce Board, TWC, State, or a Federal agency, over the last 3 years and the status of these plans.
14. Copy of any primary funding source reports regarding Sanctions as imposed by a Workforce Board, TWC, State, or Federal Agency, over the last three years, and the status of these sanctions.
15. Cost Allocation Plan/Indirect Cost Plan
16. Proof of Incorporation or Agency Status
17. Certificates of Insurance, or statement of insurability
18. Current list of Board or Directors and/or principals/chief officers; include name, position or title, business address, and daytime phone of each individual listed.
19. Monitoring reports (for the past two years – internal and external).
20. Contract performance reports (based on contracted measures, targets and results) for the past two years.
21. Financial Audits for the three most recent years (if no audit is available, please explain why).
22. Certification of Legal and Signatory Authority
23. Certification Regarding Lobbying, Debarment and Drug-Free Workplace – Attachment D
24. Certification of Non-Discrimination & Equal Opportunity – Attachment E

25. Certification Regarding Texas Corporate Franchise Tax – Attachment F
26. Certification Regarding State Assessment Certification – Attachment G
27. Certification Undocumented Worker Certification – Attachment H
28. Certification Regarding Conflict of Interest – Attachment I
29. Certification of Proposer – Attachment J
30. References- List of three (3) contractual or business references, including contact name, position or title, business address, phone and fax number, and email, if available. – Attachment K
31. Copy of most recent IRS form 990 (for 501(c) Non-profits only)
32. Annual Report to Shareholders (for-profit companies only)
33. Subcontract Agreements, if applicable
34. Joint Venture or Partnership Agreement, if applicable
35. Certification of Historically Under-utilized Business, if applicable

Proposal Cover Sheet

Complete all items on the proposal cover sheet (Attachment A). Indicate a signatory authority – a person in the proposing entity who has the legal authority to negotiate and sign a contract on behalf of the proposing entity. This is also the person who must sign the Certification forms in the Attachments. Proposers who are certified as a Historically Under-utilized Business (HUB) should indicate the certification number on the cover sheet and attach a copy of the notice of the current certification.

Table of Contents

Responses must have a table of contents that lists each item of the proposal, including attachments, with corresponding page numbers. All items must be in the order as specified in (Sequence of Submission) above including a coversheet identifying the items covered in each section.

Executive Summary

Provide a brief summary of the proposal (no more than 3-5 pages) of:

- proposing entity’s organizational capacity/qualifications;
- demonstrated performance;
- overall approach to managing the One Stop Centers and delivering customer services; and
- any unique or innovative aspects of your proposal.

Proposal Narrative

The proposal should provide a complete description of the proposed operation of the local One Stop Centers and quality customer services in narrative form, according to the following instructions. Narrative responses for each item should be clear and concise.

10. PROPOSAL REVIEW AND SELECTION PROCESS

The selection and award of a contract shall be made only to a “responsible Workforce Services Provider” who has the demonstrated competence and qualifications, including: a satisfactory record of past performance, Workforce Services Provider integrity and business

ethics; fiscal accountability; financial and technical resources, established management and monitoring systems; ability to meet the requirements of this RFP, the laws and regulations of specific funding sources; and the Workforce Solutions Middle Rio Grande Board's plans, goals and objectives.

Evaluation Process

WFSMRG will award the contract to the bidder(s) that submits a bid which represents the "best added value" to WFSMRG. Cost will not be the only consideration in the selection of award and/or short-listed proposals. Detailed evaluation of proposals will involve a determination of the most favorable combination of various elements contained in this RFP. The selection of the ultimate winning proposal will be based upon what the proposal evaluation team believes to be most advantageous to WFSMRG.

The evaluation process will consist of:

- An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- Only responsive proposals will be evaluated and scored by a proposal evaluation team.
- Presentation of evaluations, scoring and recommendations of proposal evaluation team to the Board selection committee.

Proposals may be deemed non-responsive for:

- a) Failure to follow the prescribed format for submitting the proposal;
- b) Failure to sign and submit the Cover Sheet and/or Assurances and Certifications;
- c) Failure to include one or more of the Attachments listed in the Format section of this RFP.
- d) Failure to submit completed evaluation selections.

The evaluation process will consist of the following steps:

1. All proposals received by the response deadline will be reviewed by Workforce Solutions Middle Rio Grande staff for responsiveness and compliance with the technical specifications contained in the RFP.
2. All responsive proposals will be reviewed and scored by independent evaluators separately procured by the Workforce Solutions Middle Rio Grande. Proposals will be reviewed and scored based on the criteria identified in this RFP using a standardized instrument provided by Workforce Solutions Middle Rio Grande.
3. Verification of references provided in the proposal submission can be requested at the external evaluators request.
5. Presentation of evaluation results including scoring, ranking, and recommendations by Lead Evaluator recommendation to an assigned committee of the Board.
6. Recommendations of the assigned committee will be presented to the Board for final action.
7. Action by the Board in selecting a proposal for contract award will be subject to successful contract negotiations.

Evaluation Criteria and Points:

Proposal Evaluation Team

A proposal evaluation team will be assigned to evaluate all responsive proposals received by WFSMRG. Responsive proposals will be evaluated on specific areas by all evaluators using the same standardized instrument as outlined below.

Evaluation Criteria Description

The following criteria will be used to evaluate each proposal response. Each response will be awarded a numerical rating based on the evaluation criteria listed below. There are 100 points available. Proposals that do not meet minimum standards and/or earn an overall rating of less than 70 points will be deemed unacceptable and will be disqualified from further consideration. In the event that two (2) or more responsive proposals end-up with a tie score the following criteria Historically Underutilized Businesses (HUB) will be used as a tie-breaker. In the event that both are/are not Historically Underutilized Business then the tie breaker will be determined by the evaluation team.

EVALUATION CRITERIA DESCRIPTION	MAXIMUM POINTS
Organizational Capacity/Qualifications	20
Demonstrated Effectiveness	20
Quality of Program Design and Operational Plan	20
Fiscal Management/Financial Capabilities	25
Outreach and Partnerships	5
Reasonableness of Cost and Cost Effectiveness	10
Historically Underutilized Businesses (tie-breaker only)	5

The review and evaluation of proposals shall be based on the following criteria:

Organizational Capacity/Qualifications

Proposals will be reviewed for the Bidders relevant demonstrated experience, capacity, and qualifications of key staff to successfully operate and manage WFSMRG's workforce development programs including its organizational structure, financial capabilities, and administrative and program management.

Demonstrated Effectiveness

All proposals will be reviewed for the Bidders demonstrated history of successful performance specifically of workforce development services or other related services to the target populations. This includes demonstrated success in meeting contractual obligations, meeting and exceeding performance, and cost standards.

Quality of Program Design and Operational Plan

All proposals will be reviewed for the Bidders overall plans to operate and manage the workforce development service programs, including a management philosophy that incorporates self-evaluation, continuous improvement, and adequate administrative/monitoring systems to ensure program success. All proposals will be

reviewed for specificity in the description of services to be provided, completeness, clarity, conciseness of responses, and consistency and understanding of program goals and requirements.

Fiscal Management/Financial Capabilities

All proposals will be reviewed for overall successful experience in fiscal management and financial capabilities. Proposals will be reviewed for evidence of the Bidders ability to account for all funds. Acceptable Bidders must demonstrate they have available two months of operating capital.

Outreach and Partnerships

Proposals will be evaluated on the Bidders strategy to outreach potentially eligible job seekers and to inform employers of the workforce development services available to them. Proposals will also be reviewed for the Bidders plan to develop and maintain partnerships with public and private entities to comprehensively serve the individuals and businesses seeking and receiving our services.

Reasonableness of Cost and Cost Effectiveness

All proposals will be reviewed for overall reasonableness of cost, the efficient use of funds, and the competitiveness of costs. Clarity in identifying and explaining costs will be rated.

Historically Underutilized Businesses (HUB) Tie Breaker

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker.

ORGANIZATIONAL CAPACITY/QUALIFICATIONS - 20 points. (Limit response to 15 pages.)

1. Describe your organization. Include in the description the following.
 - a. Provide a brief description of your organization and its core business. Include a history of the organization.
 - b. State your current and/or previous experience as a workforce development services contractor or experience providing similar services. Experience in delivering services in these program areas should be highlighted.
 - Workforce Investment Act and/or Workforce Innovation and Opportunity Act
 - Youth (WIOA and/or other)
 - Temporary Assistance for Needy Families/Choices
 - Supplemental Nutrition Assistance Program Employment and Training
 - Working with employers or businesses
 - Veterans
 - Other non-federally funded programs
 - c. Describe the organization's experience in the financial management of multiple programs, budgets, and funding streams.
2. Describe your staffing pattern. Include and identify the leadership/key staff and describe their responsibilities, experience, and length of services within the organization. Who controls the management of your organization? Which leadership

- positions, if any, would be assigned to work with the WFSMRG contract? Attach copies of the job descriptions and minimum qualifications for each budgeted position.
3. Describe how your organization will assess talent, evaluate staff performance, maintain staff accountability, and provide staff training and development opportunities.
 4. Describe your succession plan, process, and strategy for ensuring that the loss of key management and operational staff does not result in failure of a key function.
 5. What actions and/or policies do you have in place to support staff stability and consistency?
 6. Attach the following documents.
 - a. Organizational chart(s), showing lines of authority of all key staff positions and an organizational chart depicting placement of the WFSMRG services within the organization's structure. This should include the proposed lines of authority and responsibility.

DEMONSTRATED EFFECTIVENESS – 20 points.
(Limit response to 15 pages.)

The proposer must demonstrate capabilities in the areas essential to the success of the service delivery system, program management, fiscal management, and compliance management. Include quantitative measures of effectiveness whenever possible when addressing the items below.

1. Provide a list of all workforce development programs or related service programs you operated for a minimum of two completed prior years. Describe the outcomes of those programs. Include your most recent annual performance report on all Federal and/or State required performance measures as well as any local measures you established for any program/funding stream.
2. Provide the following details for each workforce development program described in question #1 of this section (Demonstrated Effectiveness).
 - a. Type of service provided.
 - b. Total funds available by funding stream.
 - c. Total funds expended during the program year (define the program year). If applicable, explain why you were unable to spend specific allocated funds.
 - d. Number of customers served during the program year (define the program year). If the program was a workforce development program include the number of job seekers served, number of job seekers placed in employment and/or work experience (describe), the number of youth trained/served, number of adults trained, and the number of dislocated workers trained. e. The number of employers served as applicable to the program operated and the types of services/programs provided.
3. Describe the actions you took to improve performance if the established performance measures were not met. Describe action taken to heighten performance for those measures that you were meeting.
4. List some of the major accomplishments you achieved and new strategies you implemented to improve or enhance workforce services within the prior two years. Include any awards, recognitions or noteworthy achievements that your organization

received during this same period. Describe whether the new program was your concept/model or whether it was Board developed.

5. Attach copies of the three most recent monitoring reports. If applicable, include Texas Workforce Commission reports and/or Workforce Board monitoring reports. Describe efforts undertaken to address any deficiencies identified in these reports.

QUALITY OF PROGRAM DESIGN AND OPERATIONAL PLAN – 20 points
(Limit response to 45 pages.)

Operational Design.

1. What strategies will you implement to accomplish WFSMRG's goals of partnering, solutions, quality, and progress?
2. Describe how you would ensure expanding services to the Middle Rio Grande rural communities.
3. Describe how you will create flexibility within the WFSMRG workforce development system to quickly adjust to the changing dynamics of the Middle Rio Grande's local economy.
4. Describe any proposed innovations, activities, or enhancements you would bring to the Middle Rio Grande workforce system (be specific). How will those innovations bring value to the Middle Rio Grande system and to workforce development customers? What are the expected outcomes? Include a proposed implementation timeline.
5. Describe your internal communication structure and strategy. Describe how goals, performance targets, policies, procedures, directives, program changes and other information would be communicated to staff throughout your organization.
6. Describe your internal staff training plan for new and tenured staff to ensure the continuous improvement of their understanding, knowledge, skills, and abilities of the workforce system and their specific responsibilities. How will you ensure staff are knowledgeable of changing program requirements and are applying those changes to their daily work?
7. Describe your self-monitoring systems and quality control procedures to ensure data integrity and staff compliance with all workforce program rules, policies, applicable laws, and regulations. Include how your systems/procedures/processes identify program deficiencies and your process to rectify and prevent the reoccurrence of those deficiencies. Include how contract performance, including monitoring reports, compliance, etc. reported to upper management and how often is reports done.
8. What actions will you take to oversee and manage performance measures? Describe your strategies for ensuring that performance measures will be achieved, consistently progressively increase, and spending benchmarks are met.
9. Describe your plans for assessing and measuring customer satisfaction and creating an environment for the delivery of quality, customer-oriented services. Explain how this information will be used to evaluate the effectiveness of program services and to improve the quality of services. (Customers include individuals, employers, and other internal or external organizations/agencies.)
10. Detail how you will safeguard customer and staff personally identifiable information (PII). Explain how you will confidentially and safely share PII with Workforce Solutions partners.

Employer Services.

1. Describe your proposed service delivery design for meeting the needs of employers regarding the following:
 - a. Assisting employers in identifying their workforce challenges;
 - b. Providing solutions to their needs;
 - c. Ensuring quality referrals to employer job openings and;
 - d. Meeting/exceeding the Percentage of Employers Receiving Workforce Assistance performance measure.
 - e. Meeting/exceeding Job Opening Filled Rate detailing your approach
2. Describe your organization's experience in working with businesses, maintaining quality relationships with employers, and in providing workforce services to employers.
3. Detail specific strategies you will use to identify, understand, and continually track the growth and declining industries and occupations using LMI in the Middle Rio Grande. Further describe how you will utilize this information to outreach employers, serve/meet employer needs, and organize business services around those findings.
4. Describe how you will organize and deliver employer/business services. Include how employer/business services staff will coordinate job development and placement efforts with program and employment services staff.
5. Discuss your training strategies to enhance the skills and knowledge of staff to ensure they have a clear understanding of the needs of businesses, local employment and economic trends.
6. Describe how your business services unit and program frontline staff will work together to coordinate job development and placement efforts.

Job Seeker Services.

Job seekers includes the universal population and individuals participating in specific workforce program such as WIOA, TANF/Choices, or SNAP.

1. Describe your plan/procedures to ensure Priority of Services provisions are implemented.
2. What job search assistance strategies would you use with the hardest to serve job seekers, such as UI claimants, persons with disabilities, veterans, individuals with language barriers, individuals with literacy barriers, ex-offenders, etc.?
3. What strategies would you implement to ensure quality job matches are made for all job seekers and employers?
4. Explain how you would coordinate job placement assistance for customers enrolled in training to ensure their placement is in training-related occupations, with little to no gap between training and employment.
5. Describe your case management philosophy. What strategies and methods of counseling, job development, placement, and or referrals would you use to best ensure that employment and follow up performance goals are achieved?
6. Describe how you would conduct a comprehensive assessment of each training participant's basic skills, occupational skills, educational background, prior work experience, employability, career interests and aptitudes, financial needs, and need for supportive services.

7. Describe your process for determining whether a customer should be enrolled in training. What factors would you consider?
8. Describe how you would work with secondary and post-secondary educational institutions to ensure workforce program participants in occupational and/or basic skills training complete their studies, attain desired educational outcomes, and obtain unsubsidized employment.
9. Describe how you would work with employers to ensure that WIOA participants in work-based training attain the desired skills needed by employers and secure unsubsidized employment.
10. Describe your proposed plan for expending WIOA youth funds on out-of-school youth. How will you ensure that the 14 WIOA youth elements are made available to youth participants?
11. Describe your TWC Vocational Rehabilitation and Adult Education and Literacy are workforce program partners. How do you propose to outreach and/or co-enroll those customers into the WIOA program?
12. How would you ensure/expand services to the Middle Rio Grande rural communities? What linkages would you establish in those communities to establish and/or improve services?

FISCAL MANAGEMENT/FINANCIAL CAPABILITIES - 25 points
(Limit response to 10 pages)

The Texas Administrative Code, Chapter 801.21 Board Contracting Guidelines, includes fiscal integrity provisions, methods to secure funds to cover losses, standards of conduct, information describing conflict of interest and matters subject to disclosures that Workforce Solutions and its contractors must satisfy.

1. Describe your experience in managing and accounting for multiple federal, state and local funding sources in accordance with federal and state accounting practices and principles.
2. Describe your organization's fiscal management system (or proposed system), including the accounting system to be used, fiscal organizational structures, cash management system, financial reporting, and property management. As this is a cost reimbursement contract, how will the Applicant ensure that adequate financial resources are available, please state whether an advance of funds would be necessary to operate.
3. Describe payroll, leave, and travel policies, and how related documentation and files are maintained.
4. Describe in detail how actual expenditures, including accruals and secured obligations, will be tracked to ensure that expenditure levels will be met.
5. Describe your internal fiscal monitoring systems, detailing your method for self-monitoring for fiscal integrity, accuracy, performance, and compliance.
6. Describe your encumbrances and expenditures process.
7. Provide a copy of your cost allocation plan. Explain how your cost allocation methodology will be applied in distributing costs among fund sources under this contract.

8. Explain how disallowed costs that may be identified by the Board, state, or federal monitors will be paid back from non-federal funds.
9. Disclose any potential liabilities that might affect the ability to perform a contract if awarded. Liabilities include, but are not limited to, delinquent federal, state or city taxes; lawsuits of any kind; audit exceptions and sanctions.
10. If indirect costs are to be applied to this contract, provide a copy of your indirect cost plan and/or cognizant agency letter conferring an indirect cost rate.
11. Provide the Audit Reports and any management letter for the last 2 (two) years. In addition, include any/all corrective action plans to address the reportable conditions.
12. Provide a proposed budget to include all costs, such as management, center staff, travel, indirect, profit and/or management fees.

OUTREACH AND PARTNERSHIPS – 5 points
(Limit response to 10 pages)

1. Detail the strategies you would use to outreach and promote workforce development programs in order to ensure the full utilization of all funding and to meet the workforce needs of employers and job seekers. Include how you would build relationships to attract, satisfy, and retain customers.
2. Describe your strategies to outreach hard to serve job seekers such as UI claimants, persons with disabilities, veterans, individuals with language barriers, individuals with literacy barriers, and ex-offenders, Migrant Seasonal Farm Workers, etc.
3. What strategies would you implement to outreach out-of-school youth? What would be your approach to access and interact with the community-based organizations currently providing youth services in the region?
4. Describe how you plan to deliver an efficient package of services through partnerships and collaboration with other organizations in order to prevent duplication and to leverage and maximize resources available for customer training and support?
5. Describe the process you would use to provide and coordinate referrals to partner agencies?
6. Describe your strategies for developing and solidifying partnerships with TWC Vocational Rehabilitation and Adult Education and Literacy program and TVC partners.
7. Describe your coordination plan with the Workforce Solutions Middle Rio Grande child care contractor to ensure timely customer referrals and/or access to the child care services.

REASONABLENESS OF COST AND COST EFFECTIVENESS – 10 points

Complete the budget narrative and budget forms (ATTACHMENTS & EXHIBITS). The operational budget should be built on reasonable, allowable, allocable, and necessary costs.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) (5 Points, Tie Breaker)

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker: A respondent that is State HUB certified and has

provided the organization's State HUB Certification Number on the Cover Sheet and attached a copy of the State HUB Certificate will be awarded five (5) points (Form 3). The bonus points will not be added to the total score but only used to break the tie scores between bidders. In the case that the tie score continues after applying the bonus points, the "best value" criteria will be used to break the tie scores.

11. BUDGET

The proposed budget (see Attachment 1) should support the proposal narrative and include only those costs that are reasonable, necessary and allowable to operate and manage the One Stop Centers. All costs must conform to applicable laws, regulations, rules and policies governing the workforce programs cited in this RFP, including the Texas Workforce Commission Financial Manual for Grants and Contracts.

Limitations

- Indirect Costs – an approved indirect rate or 10 % de minimums rate
- Profit (for-profit entities only) – limited to eight (3-8%) percent
- Client Services – a minimum of 35% of WIOA funds must be budgeted for training and support services with increments increases of 1% a year. A minimum of 35% of TANF and SNAP E&T must be budgeted for training and support services.

Cost Definitions

- a. Administration – costs (personnel and non-personnel) associated with the overall management and administration of the One Stop Centers, NOT related to the direct provision of customer services.
- b. Operations – costs (personnel and non-personnel) associated with the direct provision of customer services (excluding training and supportive services).
- c. Support Services and Training (Customer Pass-through) – costs for occupational training, short-term prevocational training, work experience, subsidized employment, participant incentives, transportation, on the job training, etc.

Budget Forms

Proposers must complete and submit the following budget forms:

1. Summary Line-Item Budget Detail Forms-Complete forms for each program (Excel Attachment 1 B-1)
2. Detailed Budget and Funding Summary Form-Enter "Workforce Services Provider Name", "Budget Period" and verify totals. The line item budgets on this summary form populate from the information entered in the Line Item Budget Detail Forms. Verify transfer of line item information and totals. (Excel Attachment 1 B-2)
3. Budget Narrative
4. Salary Allocation Form (Excel Attachment 1 B-3)
5. Profit/Incentive Award Schedule

All costs contained on the budget forms will serve as the basis for contract negotiations with selected bidders. The following costs are NOT to be included in the proposed budget:

1. Costs associated with One Stop Center facilities (i.e. rent, utilities, repair and maintenance, janitorial services, security, phone and data systems, etc.)
2. Costs related to marketing activities (i.e. advertising related to customer outreach/recruitment, media purchases, development and production of collateral materials related to customer outreach/recruitment)

Instructions for Completing Budget Forms

The proposed budget should represent a ONE-YEAR projection of expenses.

1. **Summary Line-Item Budget Detail Forms** - Proposed Summary Line-Item Budgets Based Upon Assumed Funding Levels – Prepare the line-item budget detail to present your best estimates of the costs to operate and manage the programs assigned to the One Stop Centers. (Excel Attachment 1 B-1)
2. **Detailed Budget and Funding Summary Form** – A Summary of the Proposed Line- Item Budget Based Upon Assumed Funding Levels – A summary of the line-item budget should present your best estimates of the costs to operate and manage the programs assigned to the One Stop Centers. (Excel Attachment 1 B-2)

Personnel Costs – include wages/salaries, fringe benefits, travel costs, and other costs of all regular staff positions as described in the proposal narrative.

- Salaries – include wages/salaries for all project personnel consistent with the proposal narrative.
- Fringe Benefits – the cost of all fringe benefits (medical insurances, FICA, U.I., Workers' Comp, retirement, etc.) associated with all project personnel.
- Staff Travel Expenses– all costs such as mileage reimbursement, per diem, lodging, transportation, etc. Travel costs must comply with state travel reimbursement rates.
- Staff Training – costs associated with conference registration fees, workshop or seminar fees, and reimbursable employee training and education costs (i.e. tuition/fees as allowed by personnel policies)
- Other- other personnel costs not included in any of the line-items above. Such costs must be individually listed and explained in the Budget Narrative.
- Overtime-wages of hourly staff positions working over 40 hours/week
- Other Salary Costs –costs such as incentives, cost of living, merit, or bonus increases. Such costs must be individually listed and explained in the Budget Narrative.

Non-Personnel Costs – including supplies, printing, postage, advertising (public notices only), publications, membership dues, phones, insurance, etc.

1. Consumable Supplies/Materials – cost of all consumable office supplies and materials used by project staff.

2. Printing/Reproduction – costs associated with any outside printing, binding or reproduction of materials.
3. Postage/Delivery/Shipping – costs of postage, courier services and shipping (e.g. UPS, FedEx).
4. Advertising – costs associated with advertising job vacancies, procurements, legal or public notices.
5. Publications & Subscriptions – costs for any subscriptions (e.g. newspapers).
6. Memberships Fees and Dues– fees and dues associated with membership in professional organizations. The cost of membership in an organization substantially engaged in lobbying is unallowable.
7. Communications – cost of cell phones or other personal communication devices. Phone and data systems are provided for all One Stop Centers by the Board.
8. Other – any non-personnel costs not already included in the above line items. Such costs must be individually listed and explained in the Budget Narrative.

Insurance Costs– costs of all required insurances

1. General Liability
2. Fidelity Bonding
3. Auto/Vehicle Coverage
4. Directors and Officers
5. Errors and Omissions
6. Other-any other insurance costs not already included in the above line- items. Such costs must be individually listed and explained in the Budget Narrative.

Contractual Services Costs– includes other contractual professional services.

1. Audit Services – expenses related to annual audit, including the cost of preparing IRS Form 990, if applicable.
2. Consulting Services – expenses related to professional consulting services.
3. Legal Services – expenses related to outside legal services.
4. Other– other contractual professional services rendered by persons who are not owners, officers, or employees of the organization (i.e. fees and expenses related to security, technology, or training services).

Indirect Costs – indirect costs are allowable only if the proposer is an entity with an approved indirect costs plan/rate. If indirect costs are requested, a copy of your approved indirect cost plan and/or cognizant agency letter approving the indirect cost rate is required, unless the Bidder elects the 10% de minimums rate.

Profit – profit is an allowable line-item only if the proposer is a for-profit entity. All profits are negotiable.

3. **Budget Narrative** – is used to explain the purpose of each line-item in the proposed Line-Item Budget and provide a breakout showing the exact amount of each cost

item and how it was calculated. Such information is necessary for the Board to determine if budgeted costs meet its standards of “reasonable, necessary, allowable, and allocable”. For each item, explain the purpose of the expense as it relates to the proposed activities, and how the exact amount of that cost was calculated. For example, if costs of Staff Travel/Per Diem are included, an explanation should include staff positions involved, purpose of travel, and method of computing expense.

4. **Salary Allocation Form**– provides sufficient back-up for “Salaries” under Personnel Costs in the Line-Item Budget. List, by title, all positions necessary for the operation and management of the One Stop Centers. (Excel Attachment 1 B-3)
5. **Profit Award Schedule** – complete Profit Award Schedule if any profit is being requested. The amounts requested and the justifications given for the request will be considered in the RFP evaluation process.

12. SERVICE CONTINUITY AND TRANSITION OF SERVICE DELIVERY

If this procurement results in a change in WFSMRG’s workforce development services contractor, a transition plan is required to ensure continuity of services to all customers during the transition period. All Bidders, except the current contractor, respond to the questions below describing your transition plan. The final transition plan will be approved by WFSMRG. Transition activities for workforce services records and equipment must be completed by September 30, 2024. **Limit to three (3) pages.**

Transition plans will not be scored as part of the evaluation but will be reviewed and assessed by the evaluators.

1. Describe your transition plan. The plan must include but is not limited to the following areas. Include a proposed timeline for all transition activities.
 - a. Describe the activities required of each party for the smooth transition of workforce center management and operations. Provide timelines for the completion of each activity.
 - b. Staff responsible for the transition and their qualifications.
 - c. How you would evaluate and possibly reinvent the current service delivery model, addressing the areas of performance, management, and processes/systems.
 - d. Your strategy for assessing current staff, any proposed probationary period for those transitioned, any revisions to the current staffing structure, recruiting any needed additional staff, and negotiating salaries and benefits.
 - e. How continuity of customer services will be maintained and minimize the disruption of services to customers. Cite examples from other areas that you have employed.
 - f. How payments to training providers/sub-contractors/vendors will not be interrupted.
 - g. Training of new staff on Workforce Case Management Replacement System, WIT, policies, and procedures.
 - h. The process for transferring customer files and records and financial records from the former contractor.

- i. The process for notification of customers, colleges, partners, community-based organizations, etc. about the change of the workforce services contractor.
- j. Transition expenses that would be assumed by the Bidder.
- k. Give first consideration in employment to current employees providing services in the workforce centers who may be displaced as a result of this procurement.
- l. Provide for open enrollment into insurance/benefits for currently employed staff who are transitioned from the previous contractor with benefits/coverage available on the first day of employment.
- m. Accept rollover of accrued, unused leave time as allowed under the previous contractor's policies for transitioned staff, up to 40 hours. The contractor may implement new policies and limits after the transition.

WFSMRG holds the lease for the workforce services offices and is responsible for all infrastructure costs (communication systems, utilities, copiers, etc.) and the plan should not include moving any office to another location.

Provide a transitional budget that should include management personnel salaries excluding program funding.

Current Contractor Only: The current contractor is contractually required to cooperate with WFSMRG to assist with the orderly transfer of the services, functions, and operations of the workforce development contract if the contract is awarded to another service provider. Describe how you will assist in the transition of service delivery, ensure service continuity, and the staff positions who would be assigned to this transition activity if the contract is awarded to another entity. Limit to two (2) pages

Acceptance of Evaluation Methodology

By submitting a proposal, Proposer acknowledges:

- Proposer's acceptance of the Proposal Evaluation Process
- The criteria for selection
- Proposer's recognition that some subjective judgments must be made by WFSMRG and the independent evaluators during the RFP process.

13. DISPUTE RESOLUTION

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 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 of 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 which 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, Inc.
Patricia Trevino, Equal Opportunity Officer
216 W Main Street, Suite B, Uvalde, Texas 78801

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 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.

ATTACHMENTS & EXHIBITS

Attachment A	Cover Sheet
Attachment B	Administrative Management Survey
Attachment C	Fiscal Management Survey
Attachment D	Certification Regarding Lobbying, Debarment & Drug-Free Workplace
Attachment E	Certification of Non-Discrimination & Equal Opportunity
Attachment F	Certification Regarding Texas Corporate Franchise Tax
Attachment G	Certification Regarding State Assessment Certification
Attachment H	Certification Undocumented Worker Certification
Attachment I	Certification Regarding Conflict of Interest
Attachment J	Certification of Proposer
Attachment K	References- List of three (3) contractual or business references, including contact name, position or title, business address, phone and fax number, and email, if available.

EXHIBITS

- Exhibit 1 – One Stop Center Locations
- Exhibit 2 – Funding Summary Proposed
- Exhibit 3 – Customer Service Levels
- Exhibit 4 – Staffing Charts by Location

ADDITIONAL ATTACHMENTS

- Attachment 1 – Budget Instructions
- Attachment 2 – Staffing Chart and breakdown per center

Proposal Cover Sheet
Attachment A

A. Identification of Proposer:

Name of Organization: _____

Address: _____

Telephone Number: _____ E-Mail Address: _____

B. Name and Title of Person Responsible for:

Contracting Authority: _____ / _____

Contract Negotiations: _____ / _____

C. Description of Proposer (Legal/Tax status):

_____ Private, for -profit _____ Corporation _____ Public, non-profit
_____ Private, non-profit _____ Partnership _____ Sole Ownership
_____ State/Government entity _____ Other: _____

D. Model:

___ Turnkey Operation ___ Managing Director/PEO ___ Other (Specify)

State Comptroller ID # _____ Federal Tax ID# _____

E. Please check if your firm is a Historically Underutilized Business as defined by the Texas Government Code 407.101.

___ Yes (If "Yes" provide approved certification.) ___ No

F. Proposal Summary Data:

Proposed Total Budget Amount: _____

Proposed Cash or In-Kind Contribution: _____

Proposed Total Amount for Staff Salaries and Fringe: _____

Proposed Total Amount for Direct Participant Training/Services: _____

Proposed Total Number of Staff FTEs: _____

Name, Signature and Title of Individual Authorized for Signature:

Name

Title

Signature

Date

ADMINISTRATIVE MANAGEMENT SURVEY

Attachment B

PROPOSER: Please answer the following questions regarding your administrative management system. Additional information may be requested at the time of pre award survey including copies of documents specifically named.

Question	Yes	No	N/A
1. Does your organization have current Articles of Incorporation?			
2. Does your organization have written personnel policies?			
3. Do your written policies contain procedures for:			
• open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills;			
• Providing equitable and adequate compensation			
• Training of employees to assure high quality performance			
• Retaining employees based on the adequacy of their performance and for making adequate efforts for correcting inadequate performance			
• assuring fair treatment of applicants and employees in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and			
4. If your organization does not have the procedures noted above, could your personnel policies be revised expeditiously to include these procedures?			
5. Do your written personnel policies contain a prohibition against nepotism?			
6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?			
7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and/or per diem at a specified rate?			
8. Does your organization have a written employee complaint procedure used to resolve disputes?			
9. Does your organization have the capacity or staff to produce and maintain records on project participants and/or other customers as well as other management information that may be needed?			
10. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to the Board?			
11. Does your organization have a State Comptroller Vendor Number?			
12. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council?			
13. Does your organization operate under local rules or by-laws?			
14. Has your Board/Council reviewed and approved this proposal for submission?			
15. Does your organization have a current approved fidelity bond?			
16. Does your organization have an EEO/affirmative action plan?			
17. Does your organization have a complaint or grievance process for customers?			
18. Does your organization have a Complaint Monitor?			

Name

Title

Signature

Date

FISCAL MANAGEMENT SURVEY

Attachment C

PROPOSER: Please answer the following questions regarding your administrative management system. Additional information may be requested at the time of pre award survey including copies of documents specifically named.

Question	Yes	No	N/A
1. Does your accounting system:			
• Provide control and accountability for funds received, property, and other assets;			
• Provide identification of receipt and expenditures of funds separately for each funding source;			
• Provide adequate information to prepare monthly financial reports on an accrual basis;			
• Have the capability to track allow-ability and allocation of costs in accordance with requirements for federal grant programs			
2. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?			
3. Has the bank in which you deposit state and federal funds insured the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period?			
4. Do you reconcile your bank accounts monthly?			
5. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits, and disbursement transactions?			
6. Do you record daily cash receipts and disbursement transactions?			
7. Do you maintain records on all property acquisition, disposition, and transfer?			
8. Do you have written procedures and internal controls established for the procurement of goods and services?			
9. Is a competitive bidding process incorporated into your purchasing procedures for acquisition of subcontractors, major goods and services, equipment, and office space?			
10. Are timesheets kept to support payroll disbursement?			
11. Are records maintained to support authorized employee leave i.e. vacation, sick			
12. Are complete records kept to support travel payments?			
13. Has a formal audit by an outside auditing firm been conducted of your organization's financial record in the past year?			
14. Do you have an indirect cost plan with current approval by a cognizant agency?			
15. Is your organization funded by more than one source?			
16. Does your organization maintain written accounting procedures?			

Name

Title

Signature

Date

**CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS**
Attachment D

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 Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned service provider certifies that:

1. 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 of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

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

The undersigned service provider certifies that neither it nor its principals:

1. Are 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 governmental 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.

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

The undersigned service provider certifies that 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 Service provider'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 Service provider's policy statement;
4. Notifying the employees in the Service provider's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Service provider in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
5. Notifying the Commission within ten days of Service provider's receipt of a notice of a conviction of an employee; and,
6. Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

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

Name

Title

Signature

Date

ORIENTATION TO COMPLAINT PROCEDURES

Attachment E

The policy of Workforce Solutions of the Middle Rio Grande (the Board) is to resolve complaints in a fair and prompt manner in accordance with the TWC WD Letter 18-07 Chg. 2 regarding Discrimination Complaint Procedures. In addition, the Board's administrative directive on Dispute Resolution establishes the guidelines for the resolution of complaints and requires this orientation sheet be received and acknowledged by all individuals or organizations providing services to the Board under contract or agreement.

Acts of restraint, interference, coercion, discrimination or reprisal towards complainants exercising their rights to a file a grievance under Board policy are prohibited. A complainant is the individual or organization filing a grievance/complaint. A respondent is the individual or organization against whom a grievance/complaint is filed. Inquiries regarding the resolution of grievances should be addressed to:

**Workforce Solutions of the Middle Rio Grande
ATTN: Patricia Trevino, EO Officer
216 W Main Street, Suite B, Uvalde Texas 78801
Telephone: (830) 591-0141**

Every effort should be made to resolve your grievance at the optimum management level. The Board's Equal Opportunity Officer is available to assist, as necessary, in the grievance resolution process.

The time limit to file a complaint under the Board's grievance procedure is 30 calendar days from the date of the event that leads to the filing of the grievance. A copy of the Board's Policy and Procedure (Grievance Procedure) is available upon request.

EQUAL OPPORTUNITY IS THE LAW

The Board is prohibited from discriminating on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only. If you think that you have been subjected to discrimination, you may file a complaint within 180 days from the date of the alleged violation with the Equal Opportunity Officer at the:

**TEXAS WORKFORCE COMMISSION
WORKFORCE DEVELOPMENT DIVISION
EQUAL OPPORTUNITY OFFICE
101 E. 15th STREET
AUSTIN, TEXAS 78778
Telephones: (512) 936-0342; (TDD): 1-800-RELAY TX, Voice 1-800-RELAY TTY
or you may file a complaint directly with the:**

**DIRECTOR, DIRECTORATE OF CIVIL RIGHTS (DCR)
U.S. DEPARTMENT OF LABOR
200 CONSTITUTION AVENUE NW, ROOM N4123
WASHINGTON, D.C. 20210**

If you elect to file your complaint with the Texas Workforce Commission (TWC), you must wait until the TWC issues a decision or until 60 days have passed, whichever is sooner, before filing with DCR (see address above). If the TWC has not provided you with a written decision within 60 days of the filing of the complaint, you need not wait for a decision to be issued but may file a complaint with DCR within 30 days of the expiration of the 60-day period. If you are dissatisfied with the TWC's resolution of your complaint, you may file a complaint must be filed within 30 days of the date you received notice of the TWC's proposed resolution.

By my signature below, I acknowledge this orientation to the Board's complaint procedures for services providers and the statement regarding EQUAL OPPORTUNITY IS THE LAW:

Typed Name of Authorized Representative

Typed Title

Signature

Date

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Attachment F

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with For Profit Corporation that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

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

Indicate the certification that applies to your corporation:

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

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

Type Name of Authorized Representative

Typed Title

Signature

Date

STATE ASSESSMENT CERTIFICATION
Attachment G

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

The corporation certifies that:

- _____ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

- _____ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Type Name of Authorized Representative

Typed Title

Signature

Date

UNDOCUMENTED WORKER CERTIFICATION
Attachment H

Effective September 1, 2007, HB 1196 amended Subtitle F, Title 10, of the Texas Government Code to add Subsection 2264. Chapter 2264 directs public agencies, state or local taxing jurisdictions, and economic development corporations (public entities) to require that any business submitting an application to receive public subsidies include in the application a statement certifying that the business, or branch, division or department of the business does not and will not knowingly employ an undocumented worker.

In the event that a business grantee is found in violation of 8U.S.C. subsection 1324a(f), consistent with the requirements of Texas Government Code subsection 2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney's fees.

Penalties incurred by business grantees shall be assessed damages at a rate of 20% of contract award. Said damages shall be made payable to the Board within 120 days of receiving the notice of violation.

DEFINITION OF TERMS

Public Subsidy – is broadly defined Texas Government Code §2264.001 (3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

Undocumented Worker – is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States or is not authorized under law to be employed in that manner in the United States.

CERTIFICATION

Contractor certifies that no undocumented workers will be employed during the execution of this contract. By the signature indicated below, the contractor verifies their understanding of the terms and conditions of this requirement.

Type Name of Authorized Representative

Type Title

Signature of Contractor's Representative

Date

CERTIFICATION REGARDING CONFLICT OF INTEREST DISCLOSURE OF INTEREST

Attachment I

It is the fiscal policy of the Workforce Solutions of the Middle Rio Grande ("the Board") that all persons or firms seeking to do business with the Board to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA".

FIRM NAME: _____

P.O. BOX: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

FIRM IS: Corporation Partnership Sole Owner Association Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the name of each "non-managerial employee" of the Board having an "ownership interest" constituting 5% or more or the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<i>Name</i>

<i>Job Title and Section (if known)</i>

2. State the names of each "managerial employee" of the Board having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<i>Name</i>

<i>Title</i>

3. State the names of each "board member" of the Board having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<i>Name</i>

<i>Board, Commission, or Committee</i>

4. State the names of each employee or officer of a “consultant” of the Board who worked on any matter related to the subject of this contract and has an “ownership interest” constituting 5% or more of the ownership in the above named “firm” or is an officer, director, employee, or consultant employed or associated with your organization:

<i>Name</i>

Consultant

CERTIFICATE

I certify that all information provided is true and correct as of the date of this Statement, that I have not knowingly withheld disclosure of any information request; and that supplemental statement will be promptly submitted to the Board, as changes occur.

Certifying Person Title:

Signature of Certifying Person: Date:

CERTIFICATION BY PROPOSER

Attachment J

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 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 request for proposals and directives in the implementation of this program.

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

Person authorized to sign for the Organization:

Signature of Individual attesting to Signatory's authority:

Signature Date

Signature Date

Typed Name and Title

Typed Name and Title

Subscribed and Sworn to before me on this _____ day of _____ 2024, in

_____ (County), _____ (State).

Notary Public in and for _____ County, State of _____

Commission expires: _____

SEAL

REFERENCES FORM ATTACHMENT K

Failure to provide and include the following information with your response by the submission date may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in a timely manner will result in a score of zero.

REFERENCE #1:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services (To/From) Dates	

REFERENCE #2:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services (To/From) Dates	

REFERENCE #3:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services) (To/From) Dates	

EXHIBIT 1
One Stop Center Locations

One Stop Centers:

Dimmit County
Workforce Solutions Middle Rio Grande
307 W Nopal Street
Carrizo Springs, Texas 78834

Uvalde County
Workforce Solutions Middle Rio Grande
216 W. Main Street
Uvalde, Texas 78801

Maverick County
Workforce Solutions Middle Rio Grande
1200 Ferry Street
Eagle Pass, Texas 78852

Val Verde County
Workforce Solutions Middle Rio Grande
1601 Veterans Blvd
Del Rio, Texas 78840

Satellite Center Locations:

LaSalle County
Workforce Center
707 Buckley
Cotulla, Texas 78014

Zavala County
Workforce Center
401 W Zavala Suite B
Crystal City, Texas 78839

Virtual Career Points (unstaffed):

Rocksprings, Tx
LaPryor, Tx
El Quemado, Tx
Leakey, Tx

Comstock, Tx
Sabinal, Tx
Encinal, Tx
Brackettville, Tx

Big Wells, Tx
Utopia, Tx
Campwood, Tx

EXHIBIT 2
Funding Summary Proposed

Approximate Available Funds for 10/01/2023-09/30/2024

Contract Type	Begin Date	End Date	Contract Amt
WIOA Adult	07/01/2023	06/30/2024	743,099.00
WIOA Youth	07/01/2023	06/30/2024	801,028.00
WIOA Dislocated Worker	07/01/2023	06/30/2024	537,269.00
TANF	10/01/2023	10/31/2024	824,313.00
SNAP	10/01/2023	09/30/2024	161,657.00
WIOA Alternative Funding	07/15/2023	08/31/2024	170,866.00
Reemployment Services	10/01/2023	09/30/2024	215,168.00
Military Family Support Program	01/01/2024	12/31/2024	53,384.00
WF Commission Initiatives	10/01/2023	09/30/2024	43,000.00
Wagner Peyser Add'l Funding	10/01/2023	09/30/2024	32,395.00
Rapid Response	07/01/2023	06/30/2024	16,803.00
WIOA Additional Program	10/01/2023	09/30/2024	15,773.00
Trade Act	10/01/2023	12/31/2024	10,000.00
Student Hireability Navigator	09/01/2023	08/31/2024	113,000.00
Infrastructure SS and Shared Cost	09/01/2023	08/31/2024	131,683.00
Veteran Services	10/01/2023	09/30/2024	13,000.00
Wagner Peyser Employer Services	10/01/2023	12/31/2024	8,790.00
TOTAL			3,891,228.00

1. Transitional budget if necessary, will be covered in contract negotiations.

EXHIBIT 3
Customer Service Levels

Number of Customers Served per Program: October 2022-September 2023	
WIOA Adult	74
WIOA Dislocated Worker	25
WIOA Youth	39
SNAP	105
TANF	42

**EXHIBIT 4
Staffing Charts by Location**

TITLE	# of Employees	Duties
Dimmit		
Center Manager	1	Tri County (Dimmit, LaSalle, Zavala)
Case Manager	1	Choices, SNAP, WIOA (Dimmit & LaSalle)
Employment Services	2	One is TWC staff
Receptionist	1	
Zavala		
Case Manager	1	Choices, SNAP, WIOA
Employment Services	1	
LaSalle		
Employment Services	1	
Uvalde		
Center Manager	1	
Case Manager	2	One is TWC staff
Employment Services	2	
Receptionist	1	
Maverick		
Center Manager	1	
Case Manager	2	
Employment Services	4	1 is TWC staff
Receptionist	1	
Val Verde		
Center Manager	1	
Case Manager	2	
Employment Services	4	1 is TWC staff
Receptionist	1	

Title	# of Positions	
Director of Workforce Solutions System	1	
Workforce Program Coordinator	1	
Business Services Coordinator	1	
Quality Assurance	2	
RESEA Manager	1	

*These are approximate current numbers, and do not necessarily reflect required number staff for operations (Please see Attachment 2)

** Fiscal department splits duties as fiscal agent and fiscal department for current contractor.

BUDGET INSTRUCTIONS

ATTACHMENT 1

(ON EXCEL ATTCHMENT)

Proposers are responsible for presenting up to two (2) proposed budgets and a budget narrative with their proposal(s), as follows:

- Transitional Budget (not applicable to WFSMRG's current contractor).
- It is anticipated that the successful proposer will need to undertake some start-up activities in advance of the October 1st service delivery start date. This budget will be used to cover such start-up costs. This budget may cover the time period from July 1, 2023 through September 30, 2024. The transition budget should encompass the proposer's estimated cost for management personnel and management operations during the 3-month period. No expenses for the center personnel/operations should be included.
- Budget for the Fiscal Year of Operations
- This budget will cover the period from October 1, 2023 – September 30, 2024. This budget should include management personnel and operations costs as well as center personnel and operations costs.

All proposers shall provide a budget narrative that justifies each proposed expense included in the required budget form. The budget narrative must demonstrate the reasonableness and necessity for requested funding. Describe any indirect, overhead and allocated costs that are proposed, how the indirect was determined, and what general costs are included in the rate. If indirect costs are included in the budget, the Offeror must have an approved indirect cost rate.

All proposers shall provide a budget narrative that justifies each proposed expense included in the required budget form. The budget narrative must demonstrate the reasonableness and necessity for requested funding. Describe any indirect, overhead and allocated costs that are proposed, how the indirect was determined, and what general costs are included in the rate. If indirect costs are included in the budget, the Bidder must have an approved indirect cost rate.

The following are key definitions of items for the budget narrative and budget form(s).

Personnel Costs

- Salaries - include wages/salaries for all project personnel consistent with the proposal narrative.
- Fringe Benefits - the cost of all fringe benefits (medical insurances, FICA, U.I., Workers' Comp, retirement, etc.) associated with all project personnel.
- Temporary Staffing - costs of temporary or contract staff who will be used for more than short-term projects, including planned number of staff and the reason for use of such staff. Identify any other costs associated with personnel not included elsewhere.
- Staff Travel - mileage, meals, lodging and other related transportation expenses for in- region, out-of-region and out-of-state travel.

- Staff Development - costs associated with conference registration fees, workshop or seminar fees, and reimbursable employee training and education costs (i.e. tuition/fees as allowed by personnel policies).
- Other - other personnel costs not included in any of the line-items above. Such costs must be individually listed and explained in the Budget Narrative.

Non-Personnel Cost

- Supplies/Materials – estimated monthly cost for consumable supplies and materials
- Printing/Reproduction – estimated monthly cost for copier paper and printing, excluding cost of renting or leasing copier equipment
- Postage/Shipping - estimated monthly cost, including rental of postage equipment
- Insurance/Bonding - Use the Insurance and Bonding Requirements document to identify annual premium cost for each type of required insurance and bond
- Other – any other non-personnel costs not already included in the above line-items. Such costs must be individually listed and explained in the Budget Narrative

Contractual Services

- Audit Services - expenses related to annual audit, including the cost of preparing IRS Form 990, if applicable
- Consulting Services - expenses related to professional consulting services.

Matching/In Kind Provided: Use to report any matching or in-kind to be provided. Such costs should be individually listed and explained in the Budget Narrative.

Management Fee: Allowable line-item only if the bidder cannot itemize costs and is proposing a management fee.

Profit: Profit is limited to three to eight percent (3%-8%) of total operation costs (excludes costs associated with indirect costs and direct client services). Profit is only available as a budget line item for a for-profit organization and will be a factor in the evaluation process. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the Offeror, the Offeror's investment and the quality of its past performance record. The Offeror's proposed profit percent is to be recorded in the Budget Narrative.

Profit is earned based on meeting or exceeding the contracted performance measures and is paid to the contractor monthly based on the results published in the Texas Workforce Commission's (TWC) Monthly Performance Report. It is not an expense and is not to be included in the Offeror's proposed annual budget.

Indirect Cost: Costs that have been incurred for common or joint objectives and cannot be readily identified with a final cost objective without effort disproportionate to the results achieved. Costs that are typically charged as indirect costs may include:

- general administration and general expenses

Other/Miscellaneous: Wages Services for Paid Work Experience - Through Paid Work Experience Services, Offeror will pay the wages of VR participants for time worked on a job site, thereby enabling participants to receive wages as they develop work skills that improve their career preparation and increase their employability. Employer of record.

Attachment 1 (B-1)

Summary Line Item Budget

For the Period of October 1, 2024 to September 30, 2025

PROGRAM	INDIRECT COST	OPERATIONS		PROFIT	CLIENT PASS THROUGH
		ADMINISTRATIVE	PROGRAM		
WIOA Adult					
WIOA Dislocated Worker					
WIOA Youth					
TANF/Choices					
SNAP E&T					
MILITARY FAMILY SUPPORT					
REA					
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -

Add additional fund columns as needed

A minimum of 35% of funds made available for WIOA Adult, Dislocated & Youth must be budgeted for client pass through.

**Initial funding estimates only. Amounts are subject to change.
Detailed information will be required with contract negotiations.*

Attachment 1 (B-2)
Detailed Budget and Funding Summary
October 1, 2024 to September 30, 2025

Administrative Cost	WIOA ADULT	WIOA DISLOCATED	WIOA Youth	TANF/CHOICES	SNAP E&T	MILITARY	REA	TOTAL
A. Personnel Costs								
1. Salaries								\$ -
2. Fringe Benefits								\$ -
3. Staff Travel								\$ -
4. Staff Training								\$ -
5. Temporary Staffing								\$ -
6. Other Personnel Costs								\$ -
Sub-Total Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
B. Non-Personnel Costs								
1. Supplies/Materials								\$ -
2. Printing/Reproduction								\$ -
3. Advertising								\$ -
5. Postage/Shipping								\$ -
6. Telephone/Communications								\$ -
7. Insurance								\$ -
8. Other Non-Personnel Costs								\$ -
Sub-Total Non-Personnel Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C. Contractual Costs								
1. Accounting/Bookeeping								\$ -

2. Audit Services								\$
								-
3. Legal Services								\$
								-
4. Consulting Services								\$
								-
5. Other Contractual Costs								\$
								-
Sub-Total Contractual Costs	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-
Sub-Total B & C	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-
D. Indirect Costs								\$
								-
F. Profit								\$
								-
TOTAL	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-

Program Cost	WIOA ADULT	WIOA DISLOCATED	WIOA DISLOCATED	TANF/CHOICES	SNAP E&T	MILITARY	REA	TOTAL
A. Personnel Costs								
1. Salaries								\$
								-
2. Fringe Benefits								\$
								-
3. Staff Travel								\$
								-
4. Staff Training								\$
								-
5. Temporary Staffing								\$
								-
6. Other Personnel Costs								\$
								-
Sub-Total Personnel Costs	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-
B. Non-Personnel Costs								
1. Supplies/Materials								\$
								-
2. Printing/Reproduction								\$
								-

3. Advertising								\$
								-
5. Postage/Shipping								\$
								-
6. Telephone/Communications								\$
								-
7. Insurance								\$
								-
8. Equipment Lease/Rental								\$
								-
9. Other Non-Personnel Costs								\$
								-
Sub-Total Non-Personnel Costs	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-
C. Contractual Costs								
4. Consulting Services								\$
								-
5. Other Contractual Costs								\$
								-
Sub-Total Contractual Costs	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-
Sub-Total B & C	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-
D. Indirect Costs								
								\$
								-
F. Profit								
								\$
								-
TOTAL	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-

H. Matching/In-kind Funds								\$
								-

CLIENT PASS THROUGH FUNDS (Minimum of 35%)	WIOA ADULT	WIOA DISLOCATED	WIOA DISLOCATED	TANF/CHOICES	SNAP E&T	MILITARY	TOTAL
Occupational Training (ITAs)							\$
							-
Short-Term Prevocational Skills							\$
							-

On-the-Job Training								\$
								-
Customized Training								\$
								-
Incumbent Worker Training								\$
								-
Client Wage Subsidies								\$
								-
Support Services								\$
								-
Other								\$
								-
TOTAL	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	-

GRAND TOTAL \$ \$ \$ \$ \$ \$ \$ \$

 - - - - - - - -

NOTE: Detailed information will be required with contract negotiations.

**A MINIMUM OF 35% of funds made available for WIOA Adult, Dislocated & Youth must be budgeted for client pass through.
Add additional fund columns as needed**

Attachment 1 (B-3)
Salary Allocation Plan
 October 1, 2024 - September 30, 2025

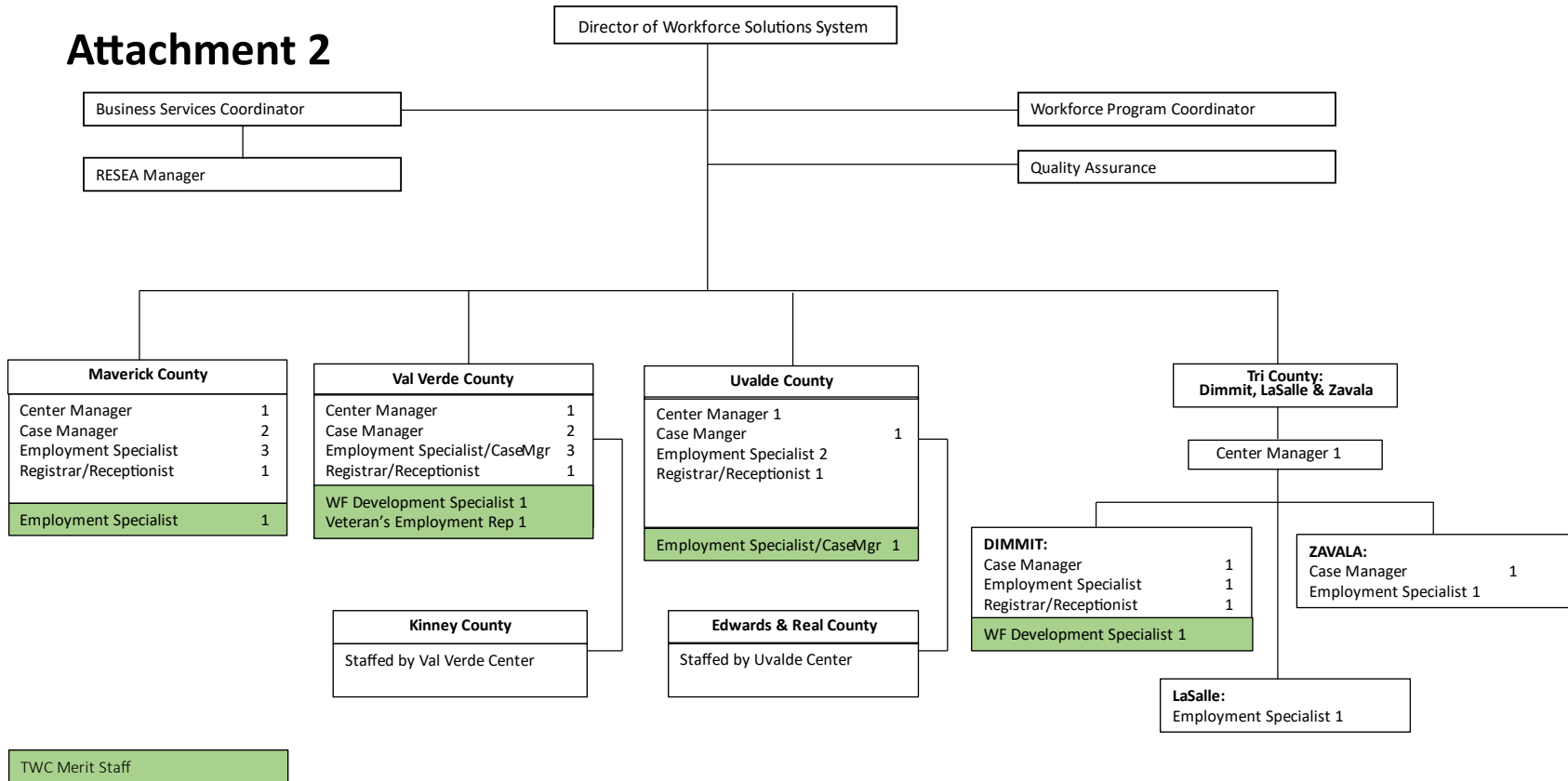
Instructions:

- 1.) Enter fringe benefit rate
- 2.) List separately each position to be paid from WSA funds
- 3.) Enter hourly pay rate of each position
- 4.) Enter annual salary of each position
- 5.) Enter % of salary & fringe to be paid by WSA funds
- 6.) Enter position's location

Fringe Benefit Rate: 0%

Position Title	Hourly Pay Rate	Annual Salary	Fringe Benefit	Total Salary & Fringe	Percent of Salary & Fringe to be Paid from WFSMRG funds	Amount of Salary & Fringe to be Paid from WFSMRG Funds	Location	WIOA ADULT	WIOA DISLOCATED	WIOA Youth	TANF /CHOICES	SNAP E&T	MILITARY	RESEA	TOTAL
		-	-	-		-									-
		-	-	-		-									-
Total Administrative Personnel Costs		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		-	-	-		-									-
		-	-	-		-									-
Total Program Personnel Costs		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personnel Costs		\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment 2



Maverick County:

Case Manager		Choices/SNAP
Case Manager		WIOA

of Clients:

WIOA Adult	10
WIOA Dislocated	15
WIOA Youth	12
Choices	10
SNAP	29

Dimmit County:

Case Manager Choices/SNAP/WIOA
 Tri County Center Manager assist in managing participant files.

of Clients:

WIOA Adult	8
WIOA Dislocated	2
WIOA Youth	6
Choices	4
SNAP	2

Kinney County:

CASE MANGEMENT HANDLED IN VAL VERDE CO.

of Clients:

WIOA Adult	
WIOA Dislocated	1
WIOA Youth	
Choices	
SNAP	

Val Verde County:

Case Manager		Choices/SNAP
Case Manager		WIOA

of Clients:

WIOA Adult	28
WIOA Dislocated	5
WIOA Youth	9
Choices	20
SNAP	53

Zavala County:

Case Manager Choices/SNAP/WIOA

of Clients:

WIOA Adult	0
WIOA Dislocated	1
WIOA Youth	1
Choices	3
SNAP	3

Uvalde County:

Case Manager		Choices/SNAP
Case Manager		WIOA

of Clients:

WIOA Adult	25
WIOA Dislocated	1
WIOA Youth	11
Choices	5
SNAP	16

LaSalle County:

CASE MANGEMENT HANDLED BY DIMMIT CO.
 Employment Specialist/Case Manager Choices/SNAP/WIOA

of Clients:

WIOA Adult	2
WIOA Dislocated	0
WIOA Youth	0
Choices	0
SNAP	2

The numbers indicated above do not reflect carry forward participants. These are only new enrollments for PY23 (Management Report)