



# WORKFORCE SOLUTIONS

## of the Coastal Bend

**TO:** Interested Parties

**FROM:** Ken Trevino, President/CEO

**DATE:** July 16, 2019

**SUBJECT:** REQUEST FOR PROPOSALS (RFP) – BANKING SERVICES

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Workforce Solutions, also known as the Coastal Bend Workforce Development Board, is soliciting responses from commercial banking institutions to provide banking services.

The description of banking services solicited is provided in the attached RFP. Included in the RFP are the minimum requirements as it pertains to the responsiveness to the RFP, references/past experience, collateralization, safety and credit worthiness, and fee structure.

All inquiries should be directed to Robert Ramirez at (361) 885-3013 or [robert.ramirez@workforcesolutionscb.org](mailto:robert.ramirez@workforcesolutionscb.org). Mailed and hand delivery of the documents are acceptable. Faxed or electronic transmitted copies will not be accepted.

Workforce Solutions is an Equal Opportunity Employer/Program. Auxiliary aid and services are available upon request to individuals with disabilities. Telephone access is available by dialing **Relay Texas**: 1-800-735-2989 and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.

# REQUEST FOR PROPOSALS

*Issued by*



## **WORKFORCE SOLUTIONS** of the Coastal Bend

*For*

### **Banking Services**

Responses to be submitted to the

Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions)  
520 North Staples, Corpus Christi, TX 78401  
P.O. Box 2568, Corpus Christi, TX 78403

Issue Date: July 16, 2019

**Copies of the Request for Proposals (RFP) are available July 16, 2019, 2:00 p.m. (CST)**

**Pre-Proposal Conference: Thursday, July 18, 2019, 2:00 p.m. (CST)**

**Submission of Written Questions: July 18 – July 23, 2019, 5:00 p.m. (CST)**

**Proposals Due Date and Time: Wednesday, August 14, 2019, 4:00 pm (CST)**

A proud partner of the  network

**Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer/Program**

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 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.

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.

**REQUEST FOR PROPOSALS (RFP)**  
**FOR**  
**BANKING SERVICES**

**PART I. GENERAL INFORMATION**

**Purpose of Request for Proposals:**

Using the Request for Proposals (RFP) method of procurement, the Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions of the Coastal Bend) is soliciting proposals from commercial banks to provide banking services. Periodically, the Workforce Solutions of the Coastal Bend (WFSCB) issues a solicitation for proposals to test the market to assure that the WFSCB is receiving the optimum level of service at a competitive price. The bank awarded the contract will become the WFSCB main depositor of its funds. The WFSCB annual funding varies from year to year averaging \$25 to \$30 million in the last three fiscal years.

**Background:**

The Coastal Bend Workforce Development Board is a volunteer board made up of local area community members representing various employment sectors in an 11-county region. The WFSCB is a non-profit Texas Corporation qualifying for exemption under Section 501(c)(3) of the Internal Revenue Code. The WFSCB manages approximately 36 million dollars in workforce development programs, which are administered through WFSCB's Career Centers, performing workforce development activities for area businesses and residents. The primary responsibility of the WFSCB is to provide policy and program guidance and evaluation of workforce development programs and services that effect area employers, residents and job seekers.

The 11-county area served by WFSCB includes: Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Nueces, Refugio, and San Patricio counties.

**Funding:**

Funding for the WFSCB operations and programs is provided primarily by the Texas Workforce Commission (TWC) under the Workforce Innovation and Opportunity Act (WIOA) and other federal programs. WFSCB is an equal opportunity Employer/Programs and ADA accessible. Auxiliary aids will be provided upon request. Telephone access is available through **Relay Texas**: 1 (800) 735-2989 and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUBs) are encouraged to participate in all procurement programs.

**Time-Frame:**

**The deadline for proposals is Wednesday, August 14, 2019, 4:00 p.m.** If you have any questions in regard to this solicitation, please contact Robert R. Ramirez, Procurement and Contracts at (361) 885-3013. **All responses must be delivered to and received prior to this deadline.** Responses received after the deadline will not be considered.

## **PART II. ACCOUNT DESCRIPTION**

WFSCB is currently soliciting proposals for banking services. The successful proposer awarded the contract will serve as the main depositor of its funds and provide banking services to the Board to efficiently manage its funds.

WFSCB receives its funding through the Texas Workforce Commission (TWC) using an on-line, draw-down cash management system and has to comply with the requirement not to maintain more than a 3-day cash balance, except when the State Comptroller shuts down. Pledge securities must be maintained to cover any balances above the FDIC insure limit of \$250,000.00.

Currently, the WFSCB has the ability to make wire transfers to the various contractors' bank accounts to cover its liabilities and in addition pay certain vendors through the state procurement card. WFSCB will continue using these types of services.

During fiscal year 2017-2018, the WFSCB deposited over 7 million through various demand accounts and to direct deposits to employees banking accounts. Currently, 99% of employees use the direct deposit option. Payroll is prepared bi-weekly for approximately 27 employees.

## **PART III. SERVICES REQUESTED**

The WFSCB is seeking a commercial bank to provide the following services:

### Banking Services – Basic

1. General Banking – Serve as main depositor of the WFSCB funds and provide basic banking services, with access to a Cash Manager system that provides real-time information on account transactions and balances, performs electronic money transfers, initiates ACHs, and facilitate operations such as stop payments on checks.
2. Account Reconciliation – Provide account reconciliation services including image storage, end-of-period availability schedule, and include other electronic options or web-based options.
3. Reporting and Account Analysis - Monthly account analysis and bank statement reporting for each account.
4. Wire Transfer Services–Ability to initiate and monitor wire transfer online, ability to create and store repetitive wire templates, and security measures for wire initiation and approval.
5. Direct Deposit – Access to a system that provides ACH transaction services, including automated electronic file transfer of data. Security measures for ACH fraud filters and blocks.
6. Overdraft Protection –Provide access to an overdraft protection program that would be suitable for WFSCB business.
7. Positive Pay Services – Provide positive pay and control options. The bank will report all exceptions to WFSCB for final decision.
8. Reloadable Debit Cards - Facilitates reloadable debit cards to reimburse program participants.
9. Credit Card Processing – Provide an electronic system to accommodate credit card authorizations and processing.
10. Remote Deposit Services - Provide on-site deposit from portal entry or stand-alone service.
11. Lockbox Services - Lockbox services for collections purposes.
12. Sweep Account Provisions - Automatically sweeping balances daily to an investment option.
13. Zero-Balance Account - Automatically consolidates funds into one account.
14. Investment of Idle Funds – Provides certificates of deposits, and/or overnight re-purchase agreements.

## **PART IV. GENERAL REQUIREMENTS AND PROVISIONS**

### **Contract Period and Renewal:**

The contract will be awarded for a period not to exceed twelve (12) months. In accordance with written policies and procedures of the WFSCB, this Contract may be extended for three (3) additional one-year contract periods beyond the original acceptance/award. The contract extension is done so at the discretion of the WFSCB based upon need, availability of funds, Contractor's satisfactory performance, and successful contract negotiations.

### **Eligible Respondents:**

Respondents who are able to meet the solicitation specifications regarding qualifications, knowledge, experience, and other terms of the solicitation, and who are not debarred and/or suspended from conducting business with federal and state funded agencies may submit a response. A prospective respondent must affirmatively demonstrate their responsibility. A prospective respondent, by submitting a response, represents to the WFSCB that it meets the following requirements:

- Authority to offer Banking Services – must hold a charter from either the United States Government or the State of Texas.
- Access to Federal Reserve System – must be a member of (or have access to) the Federal Reserve System and have access to all Federal Reserve System services.
- Possess or is able to obtain financial resources as required to perform under this solicitation;
- Is able to comply with the required or proposed solicitation;
- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award.
- Be in legal compliance with all applicable laws, rules, regulations, and ordinances of the City of Corpus Christi, the State of Texas, and the United States.

### **Time Period for Submitting Questions:**

Respondents may submit questions to the WFSCB regarding this solicitation for Banking Services. The questions must be submitted in writing and prior to the deadline stated below. Questions may be submitted by regular mail, fax, or via e-mail. All responses to questions submitted will be provided to all respondents who have requested an RFP packet. The time period to submit questions will be **July 18, 2019 through July 23 2019, 5:00 p.m. CST.** Questions can be submitted to the attention of: Robert Ramirez, Contracts and Procurement, P.O. Box 2568, Corpus Christi, TX 78403; Fax #: (361) 356-3958, or e-mail at [robert.ramirez@workforcesolutionscb.org](mailto:robert.ramirez@workforcesolutionscb.org)

### **Procurement Conditions and General Terms:**

Procurement of these services shall be accordance with the state Texas Workforce Commission (TWC) procurement policies and WFSCB procurement policies and general terms as follows:

- WFSCB reserves the right to accept or reject any or all proposals/bids/quotes received or to cancel or extend in part or it's entirely, this solicitation, or to make partial awards.
- WFSCB is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.

- The intent of this solicitation is to identify the various contract alternatives and estimates of costs for the items solicited. WFSCB is under no legal requirement to execute a contract from any proposal/bid/application submitted.
- Positive efforts shall be made to utilize Historical Underutilized Businesses (HUBs, i.e., minority and female-owned or operated businesses) as vendors, and to allow such organizations maximum feasible opportunity to compete for award.
- Award of purchase agreement or contract shall be made only to a responsible respondent/ bidder(s), i.e., a bidder/vendor who has demonstrated competence to deliver the specified services, a proven record of business integrity and ethics, and the ability to meet the requirements of the solicitation.
- After negotiations have been conducted, if WFSCB chooses to make the award, WFSCB will select the firm(s) which, in its opinion, best meets the needs of WFSCB.
- When submitting a response it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the services and activities or deliver the services stated in this procurement solicitation.
- Respondents/bidders shall not make offers of gratuities or favors, to any officer, employee, Board member of WFSCB, or any subcontractor employees of WFSCB. Contact for technical assistance is allowed with the solicitation contact person or designated WFSCB Board staff. Violation of this instruction will result in immediate rejection of the response/bid/application.
- The contents of a successful bid may become contractual obligations, if a contract is awarded. Failure of the respondent/bidder to accept those obligations may result in the cancellation of the response/bid/application for selection. The contents and requirements of this solicitation may be incorporated into any legally binding and duly negotiated contract between WFSCB and the selected respondent(s)/bidder(s). WFSCB reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Respondent's/Bidder's ability to meet the terms and conditions of this solicitation or if adequate funding is not received.
- All proposals/bids/applications and their accompanying attachments will become property of the WFSCB after submission and materials will not be return. In addition, all materials that are produced as a result of this solicitation become property of WFSCB.
- WFSCB specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of WFSCB.
- A response does not commit WFSCB o award a purchase agreement or contract or to pay any costs incurred in the preparation of a response nor pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by WFSCB.
- WFSCB reserves the right to contact any individual, agency, or employers listed in the solicitation's response, to contact others who may have experience and/or knowledge of the respondent's/bidder's services, relevant performance, qualifications, etc. and to request additional information from any and all respondents/bidders.
- No employee, officer, or member of the Board shall participate in the selection, development of a response to this solicitation, award or administration of a contract supported by the solicitation if a conflict of interest, real or apparent, would be involved.
- No purchase agreement or contract may be awarded until respondent/bidder/applicant has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the vendor, nor any of its principles, are presently debarred, suspended, proposed for debarment,

declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.

- In the interest of maximum free and open competition, all WFSCB members and staff will be prohibited from providing technical assistance or answering questions concerning this solicitation which may be construed as offering a competitive advantage to any respondent/bidder/applicant. Potential respondents/bidders/applicants are requested to respect these conditions by not making personal requests for assistance.
- WFSCB is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws. Each organization or individual that submits a response to a solicitation warrants and assures that it will comply fully with the nondiscrimination and equal opportunity provisions as required by 29 CFR 37.20(a)(1). Each application for financial assistance under Title I of WIA, as defined in §37.4, must include the following assurance:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I—financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant respondent/applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

### **Insurance Requirements:**

In the event you are awarded the contract, the successful respondent will be required to submit proof of insurance. A statement of assurance to that effect must be included in your transmittal letter and Statement of Work response. Additionally, the successful respondent must name the WFSCB as a certificate holder in its insurance coverage. No

Contract will be executed by WFSCB until the selected respondent satisfies the insurance requirements of WFSCB. The types of insurance coverage and amounts will be discussed at contract negotiations.

#### **PART V. INFORMATION ON EVALUATION AND SELECTION CRITERIA:**

WFSCB will evaluate responses received and select the individual/firm on the basis of the following criteria:

The WFSCB staff reviews the responses received to determine if they are responsive. For responses to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The proposals must have been submitted by the due date and time.
2. The proposals must be complete with original signatures.
3. The proposals must be for the specific services requested and described in the procurement packet.
4. The proposals must be submitted in the format described in the procurement packet.
5. One original (marked original) and three (3) copies on USB flash drives must be submitted for a total of four (4). WFSCB will base its selection on responsiveness to the RFP, references/past experience, collateralization, safety and credit worthiness, and fee structure.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. The WFSCB staff may exclude from further consideration for contract award any non-responsive proposal. The evaluation results will be submitted to the WFSCB Board Executive/Finance Committee and Board of Directors for consideration.

The WFSCB may use its own staff, board members, independent evaluators or a combination of any to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification, or the WFSCB may enter into negotiations with the highest ranked respondent. If the WFSCB is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or the WFSCB has rejected all proposals.

**NOTE:** After evaluation, any proposal with a score less than a total of 70 points will be considered as non-responsive and will be disqualified from further consideration. Responses receiving a final score of 70 or better are not guaranteed an award.

WFSCB will make a good faith effort to award contracts to Historically Underutilized Businesses (HUBs).

All respondents will receive notification of proposal/bid/application approval or non-approval. A respondent/bidder/applicant who wishes to protest the decision will be required to notify the WFSCB Complaint Officer, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify



the nature of the protest and desired remedies of action. WFSCB reserves the right to determine whether the protest is valid and merits further consideration.

**Proposal Evaluation Criteria:**

The review and selection process will include the following criteria and value system:

**RESPONSIVENESS TO THE RFP (Statement of Work and Services Requested) VALUE 40 POINTS**

This criterion examines the forms and materials submitted to determine whether the Bank's offering is in compliance with the RFP documents. Additionally, it will examine the respondent's answers to the questions in the Statement of Work section as well as any alternatives, enhancements, or improved methods of providing the services mentioned in the RFP.

**REFERENCES/PAST EXPERIENCE VALUE 5 POINTS**

The references/past experiences will be evaluated in terms of the amount of experience in providing similar services including work with non-profit organizations. A minimum of three (3) references of active clients for banking services must be provided. The active clients must be current customers at the time of response submission and must be three distinct customers.

**COLLATERALIZATION VALUE 20 POINTS**

This criterion will measure the ability and process of the firm to pledge a continued collateral amount on all deposits above the FDIC insured limit of \$250,000.00.

**SAFETY AND CREDIT WORTHINESS OF BANK VALUE 15 POINTS**

This criterion will examine the bank's audit financial statements for the most recent year, copies of the current call report, and any statements regarding any recent or foreseen merger or acquisitions.

**FEE STRUCTURE VALUE 20 POINTS**

This criterion will determine if fees submitted are reasonable and necessary to perform the proposed services. The WFSCB will consider a cost structure that best serves the WFSCB, in terms of flexibility in pricing and consistency with similar professional fees for banking services.

**HUB VALUE 5 POINTS**

Historically Underutilized Business as certified by the State of Texas. Respondent must provide a current copy of the certification in order to earn points.

**PART VI. SUBMISSION INSTRUCTIONS**

**How To Submit a Proposal:**

Proposals must be submitted **prior** to the deadline and must clearly indicate externally the Respondent's name and mailed or hand deliver to the following address:

**Robert R. Ramirez, Contracts and Procurement Officer**  
**Workforce Solutions of the Coastal Bend**  
**Street Address: 520 North Staples, Corpus Christi, TX 78401**  
**Mailing Address: P.O. Box 2568, Corpus Christi, TX 78403**  
**(361) 885-3013**

**Proposal Format and Preparation:**

Each respondent must submit one (1) ORIGINAL paper copy with all elements and original signatures, and three (3) externally labeled USB flash drives containing a single digital file of the entire proposal and all requested materials. The digital copies on the USB flash drives must mirror the original document. Proposers will be responsible for the completeness of the digital files.

The response must be typed and completed on 8 1/2" x 11" paper, with all pages sequentially numbered. The original document must be bound. Each response must contain Attachments/Certifications A through J in the order as shown below.

Response packages should be organized in the manner specified below:

- Proposals should be prepared in a concise manner. Clarity of content and completeness are essential.
- Use the Certification by Respondent form (Attachment A) of the RFP as the cover sheet.
- Each response must include a written narrative which addresses the questions regarding the respondent's planned activities under the Statement of Work response (Attachment B) of this RFP.

**ATTACHMENTS TO BE COMPLETED AND RETURNED WITH EACH RESPONSE:**

The attachments listed below are required. All forms must be signed, dated, and completed.

- Attachment A - Certification By Bidder/Applicant
- Attachment B - Statement of Work/Your Response
- Attachment B-1 Proposed Fee Structure Information Form
- Attachment C - Certification Regarding Lobbying and Debarment
- Attachment D - Certification Regarding Texas Corporate Franchise Tax
- Attachment E - State Assessment Certification
- Attachment F - Workforce Solutions Disclosure of Interests
- Attachment G – Orientation of Complaint Procedures
- Attachment H – Undocumented Worker Certification
- Attachment I – Other Attachments (Statement of Qualifications of staff providing services, financial statements, insurance forms or other materials requested or referred to in the narrative should be labeled and included here. Additionally, if your firm is certified as a HUB by the State of Texas, please attach a copy of the certification.)
- Attachment J – References Form

Mail or deliver in person the hard copy (original document) with the required USB flash drives of the proposal/bid/application to the WFSCB administrative offices.

## **PART VII – SPECIFICATIONS (STATEMENT OF WORK)**

Specifications should be considered minimum requirements. Addendum items may be inserted into the solicitation specifications should they arise during the solicitation process, which will be made available to all respondents in writing.

In the order specified below, please provide a written response to each of the following questions. Be sure to cover all important points and, at the same time, be as concise as possible. (Note: points will be deducted for questions not answered.) **If you make reference to an attachment(s), you MUST indicate the section and page number(s) where the item may be found in your response.**

### **Service Approach**

1. Describe the specific banking services your firm proposes to provide to meet the requirements of the RFP. (Note: The specific services should address and demonstrate your understanding of the type of services requested.)
2. Describe your operating approach and method of performance in providing banking services to non-profit, public organizations and small budget clients.
3. Describe the specific resources your firm will dedicate to this contract and your ability to perform banking services, as described in this RFP, in a timely manner. Please include the name and/or the position title of the person(s) that will be assigned to this contract and the expected turn-around time for addressing and resolving concerns/problems that may arise, such as charges and processing of signature cards. Describe also who has the final approval for correcting any issues on changes.
4. Briefly describe your firm's established relationships within the local and regional communities.

### **Proposer's Qualifications**

The proposer shall provide a summary of their qualifications to provide banking services including:

1. identifying the responsible person(s) from your firm that will be assuming the lead role(s) in this contract and their qualifications, separately for each of the following areas: general banking services, wire transfer services, direct deposit, and local/branch contact.
2. a summary of the proposer's experience in providing required services;
3. a summary of the proposer's experience in providing these services to non-profit organizations and quasi-government entities in the Coastal Bend region;
4. key measures of the proposer's financial strength, e.g., capital ratios, market capitalization, total assets, etc.;
5. financial statements for the past two fiscal years (with an unqualified opinion from a certified public accountant). **Include the financial statements under Attachment I;**
6. call reports from the last ratings or credit rating information from senior and subordinate debt from a recognized credit rating agency(s) (e.g., Standard & Poor's, Moody's, or Fitch). **Include any reports or related information under Attachment I;**
7. proof of current standing as an eligible public depository;
8. funds availability schedule and policy (if it differs from schedule);
9. a copy of the bank's proposed custodial agreement for the collateral pledged to secure WFSCB's account, if applicable. Requirement for execution of the agreement under FIRREA requirement; and
10. a list of the number and location of your branches, cash vaults or affiliated vendors within the greater Corpus Christi area.

## Proposer's Profile

Provide a clear description of each of the following:

1. Organizational type, size, and whether local, regional, or national in scope of operations.
2. Proximity to the WFSCB office (located at 520 North Staples Street, Corpus Christi, TX 78401);
3. Location of business headquarters, location of local central office and branch offices.
4. Range of services performed by the office, e.g., main depository of funds, check cashing services, etc.
5. Rating agency rating(s) (Veriban, Highline, Community Reinvestment Act (CRA), etc.)
6. Provide the bank's most recent annual report. Please include this information as part of **Attachment I**.

## Fee for Services

The proposer shall provide a schedule of fees using the form included as Attachment B-1. Volumes indicated on the form are average volumes for the past six (6) months and actual may vary from month to month. For services not specify on the form, but which the respondent proposes to charge for, or where a differing level of service is proposed, the respondent shall provide a description of the service and the proposed fee structure. If there is an item(s) that your firm will not submit charges for, please make a note on the form indicating this.

## Banking and Ancillary Service Questions

Proposer shall provide a description of services proposed, specifically covering the following:

### Banking Services – Basic

1. General Banking – Deposit accounts and provide access to a Cash Manager system that provides real-time information on account transactions and balances, performs electronic money transfers, initiates ACHs, and facilitate operations such as stop payments on checks.
2. Account Reconciliation – Describe the account reconciliation services offered by the bank including CD based check document image storage, end-of-period report availability schedule, and include other electronic options or web-based options.
3. Reporting and Account Analysis - The bank must provide monthly account analysis and bank statement reporting for each account. Describe the account analysis services including online image retention and the bank's dispute resolution process.
4. Wire Transfer Services – Describe wire transfer services including wire deadlines, ability to initiate and monitor wire transfer online, ability to create and store repetitive wire templates, security measures for wire initiation and dual authorization, preferably with multi-factor authentication security, including security tokens.
5. Direct Deposit – Describe the requirements and deadlines for ACH transactions, including automated electronic file transfer of data. WFSCB currently uses direct deposit services for the bi-weekly payroll, with a 24-hour turnaround time. Also describe your timelines associated with payroll direct deposits and if possible, alternatives to the standard timeline, as well as the associated costs. Security measures for ACH filters and blocks.
6. Overdraft Protection – Provide access to an overdraft protection program that would be suitable for WFSCB business.
7. Positive Pay Services – WFSCB currently utilizes positive pay for three checking accounts. Describe positive pay services and verification items including data transmission methods, and control options. The bank will report all exceptions to WFSCB for final decision.

8. Reloadable Debit Cards – WFSCB sponsors an average of 50-60 program participants for month with mileage reimbursement assistance. Reimbursements are process at least three times per month with an average transaction amount of \$25-\$120. Describe online card management process, new card issuance, cancellation, and replacement, billing options, card control and usage restrictions options, security features and structure fees.
9. Credit Card Processing – Provide a description of the process, rate and fee structure, type of point-of-sale terminals, software, clearing time lag between deposits and posting, chargeback policy, type of processor (front-end, back-end) and security features.
10. Remote Deposit Services - Describe the scanning requirements, software, transfer procedures, batching, and deadlines for same day credit of deposits. Security and liability for fraudulent deposit items.
11. Lockbox Services – WFSCB utilizes a wholesale lockbox services for collection purposes. Money orders are the only form of acceptable payment. All money orders are imaged and available online. Describe lockbox location and processing centers, timing requirements, handling of non-processable items or return items and fees structure.
12. Sweep Account Provisions - If WFSCB chooses this option, the bank will be responsible for automatically sweeping balances daily to an investment option (Money market fund, or re-purchase agreement). Describe the sweep options and, if a money market fund is used, provide a prospectus.
13. Zero Balance Account – WFSCB is considering zero balance accounts for three checking accounts. Describe zero balance account services and fees.
14. Investment of Idle Funds – Provide options for investment of idle funds such as: certificates of deposits, and/or overnight re-purchase agreements. In the event, the bank proposes overnight re-purchase agreements, an executed Master Re-purchase Agreement will be required and the collateral must be held in the trust department of the bank in a separate account.
15. Customer Service – Describe your customer service philosophy and provide meaningful examples to illustrate.
16. Conversion Plan – Describe your conversion plan you would coordinate to ensure a smooth transition from the current provider.
17. Service Enhancements – Describe any enhancements, technological or otherwise, that we should consider to improve operational or cash management efficiencies. Describe any services that are not mentioned in the RFP that would be beneficial to our organization.
18. Competitive Position and Future Commitment – What differentiates your service from other providers?
19. Emergency Preparedness and Disaster Recovery – Describe your disaster recovery procedures and actions in cases of emergency. How quickly will back-up facilities be activated?

Other Question(s) – Please specify your responses to the following questions by acknowledging how you will specifically meet these obligations as per the following RFP requirements:

20. The Depository must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured amount. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside of the Depository’s holding. The proposal will name the safekeeping bank for collateral:
  - a) The approved securities shall be of the kind defined by the WFSCB and the amount pledged shall be in a total market value sufficient to adequately protect the funds of the WFSCB as directed at any time by the Board of Directors of the Board in accordance with standards acceptable to Texas Workforce Commission;
  - b) The pledge of approved securities shall be waived only to the extent of the exact dollar amount of Federal Deposit Insurance Corporation insurance protection for the funds of the WFSCB on deposit

with the Depository from day to day, and in the event of any termination of such insurance protection this proposal shall immediately become void except as provided in hereinafter;

- c) The conditions of the pledge of approved securities required by this proposal are that the Depository shall faithfully perform all duties and obligations devolving upon the Depository by law and this bid, pay upon presentation all checks or drafts drawn on order of the WFSCB of Directors of the Board in accordance with its orders duly entered according to the laws of Texas, pay upon demand any demand deposit of the WFSCB in the Depository, pay any time deposit or certificate of deposit of the WFSCB in the Depository upon maturity or after the period of notice required, and faithfully keep, account for as required by law, and faithfully pay over, at maturity or on demand as the WFSCB may elect, to any successor depository all balances of funds of the WFSCB then on deposit with the Depository;
- d) The pledge of approved securities required by this RFP shall be a continuing pledge, ceasing only upon the later of the termination of a contract or the fulfillment by the Depository of all of its duties and obligations arising out of a contract, and a continuing security interest in favor of the WFSCB shall attach immediately upon any such pledge to all proceeds of sale and to all substitutions, replacements, and exchanges of such securities, and in no event shall such continuing security interest be voided by an act of the Depository; but notwithstanding the foregoing, the Depository shall have the right, with the consent of the WFSCB, to purchase and sell, and substitute or replace, any and all of the approved securities pledged pursuant to this contract with other approved securities, provided that all of the other conditions of this RFP are adhered to by the Depository, and such pledge shall be in addition to all other remedies available in law to the WFSCB;
- e) A contract shall become binding upon the WFSCB and the Depository only upon acceptance by the Texas Workforce Commission of the contract and the proposal attached thereto, and the pledge of approved securities shall be evidenced to the Texas Workforce Commission by photocopies of safekeeping pledge to the WFSCB and the par value of the pledged securities at the date pledged;
- f) The Depository shall immediately furnish or cause to be furnished to the WFSCB original and valid safekeeping or trust receipts issued by the bank holding the approved securities pledged pursuant to the contract, marked by the holding institution on their face to show the pledge and par value as required above and provide WFSCB with the current market value of each security pledged. The WFSCB shall promptly furnish all executed copies of the contract, photocopies of all such receipts, and photocopies of new receipts for substitutions and additions and written notice of deletions, when made, to the Texas Workforce Commission;
- g) Upon any closing or failure of Depository or any event deemed by a state or federal regulatory agency to constitute a closing or failure of depository, title to all securities pledged pursuant to this depository contract shall be deemed to be vested in, and be held by the WFSCB, and the WFSCB is hereby empowered to take immediate possession of and to sell any and all of such pledged securities, whether in safekeeping at another bank or in possession of the WFSCB or the Depository, and the WFSCB is specifically so empowered by execution of this contract;
- h) The collateral pledge agreement shall conform to the United States Code Annotated (USCA), Title 12, §1823(e), so to defeat the claim of the Federal Deposit Insurance Corporation, its successor, or any other receiver to the securities.
- i) Describe the fees related to cover a fixed amount of pledge securities, example \$100,000 or options and the process for pledge securities and time-frame to change or increase pledge securities.

**ATTACHMENT A**  
**CERTIFICATION BY PROPOSER**  
**for**  
**BANKING SERVICES**

**I. IDENTIFICATION OF RESPONDENT**

Name of Individual Responding:	
Name of Firm (if applicable):	
Mailing Address:	
City/State/Zip:	
Telephone:	
Fax:	
Email address:	

How many years has your firm been providing similar services? \_\_\_\_\_

How many years working with non-profit, public organizations? \_\_\_\_\_

Is your firm registered with the state General Services Commission as a HUB? \_\_\_\_\_

(If response is **YES**, include the certification as part of Attachment I.)

Provide a brief description of your organizations, legal status, size, and whether it is local regional, or national in operation.

**ATTACHMENT A**

**CERTIFICATION BY PROPOSER**

**II. DESCRIPTION OF SERVICES PROVIDED**

What types of services can you provide?

When can you/ will you be available to perform services? \_\_\_\_\_

**III. SIGNATURE**

**Respondent certifies that each attachment to this Statement has been completed and is submitted as integral to this Statement.**

**I certify that I am authorized to submit this Statement on behalf of the above named organization. If any information changes significantly, the Workforce Solutions will be notified. I certify that the contents of this document are true and correct.**

Signature of Respondent: \_\_\_\_\_

Date Form Submitted: \_\_\_\_\_

Note: The deadline for the receipt of proposals is **Wednesday, August 14, 2019, 4:00 p.m. (CST).**

Responses received after the deadline will not be considered.

Responses should be mailed or delivered to:

**Workforce Solutions of the Coastal Bend**

**Attention: Robert R. Ramirez**

**520 North Staples Street, Corpus Christi, TX, 78401 or**

**(if mailed) P.O. Box 2568, Corpus Christi, TX 78403**

**Phone# (361) 885-3013**



**ATTACHMENT B**  
**STATEMENT OF WORK/ YOUR RESPONSE**

**ATTACHMENT B-1**

**PROPOSED FEE STRUCTURE INFORMATION FORM**

The proposer will provide fee structure for the services identified in this attachment and any other fees that may be proposed. Please indicate any services for which you require direct payment (hard dollars). It will be assumed that all services may be paid for through service charge credit and/or a compensating balance certificate of deposit unless otherwise noted in the proposer's response. (Provide more detailed cost data under each description if needed.) The cost information will be used to determine reasonableness of costs.

<b>Description of Item/Service</b>	<b>Average Monthly Activity</b>	<b>Unit Charge</b>	<b>Cost of Service</b>	<b>Explanation</b>
<b>CURRENT ON-GOING BANKING SERVICES:</b>				
Account Maintenance	6	Per month		
Account Transfers	20	Per transaction		
Debits Posted	25	Per transaction		
Credit Posted	12	Per transaction		
Reconciliation Services	169	Per transaction		
ACH Processing		Per month		
ACH Credits	15	Per transaction		
ACH Debits Received	23	Per transaction		
ACH Fraud Filter	6	Per month		
Wire Transfers		Per month		
Incoming		Per transaction		
Outgoing	8	Per transaction		
Deposits Posted	10	Per transaction		
Deposited Items Returned (Chargeback)		Per transaction		
Balance Reporting Maintenance				
Balance Reporting Statement Items				
Balance Reporting Statement Report				
Image Retrieval		Per transaction		
Overdraft Charges		Per transaction		
Stop Payments		Per transaction		
Positive Pay Services		Per month		
PP –Items	165	Per transaction		
PP-Checks paid	152	Per transaction		
Lockbox (Itemized charges)		Per month		
Wholesale checks deposited	23	Per transaction		
Special handling		Per transaction		
Zero balance accounts				
Master Account		Per month		
Subsidiary Accounts		Per month		
<b>INTERNET SERVICES NOT LISTED ABOVE:</b>				
Online banking and subscriptions				
Information Services (e-mail confirmation & notices)				

<b>OTHER ITEMS NOT MENTIONED ABOVE:</b>				
Investment Services				
Reloadable Debit Cards Fees				
Credit Cards transactions				
ATM Service Fees				

**PROVIDE THE RATE AND FORMULA FOR THE FOLLOWING:**

1. Earnings rate on collected balances
2. Compensating Balance Certificate of Deposit

**PROVIDE SAMPLES OF THE FOLLOWING REPORTS (ATTACHED THE SAMPLE REPORTS AS PART OF ATTACHMENT I):**

1. Daily Depository Account Balance & Activity Report
2. Monthly Demand Deposit Analysis Report
3. Monthly Bank Account Statement

## ATTACHMENT - C

### CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

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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:

- (a) 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;
- (b) 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;
- (c) Providing each employee with a copy of the Service provider's policy statement;
- (d) 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;
- (e) Notifying the Commission within ten days of Service provider's receipt of a notice of a conviction of an employee; and,
- (f) 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.**

---

Type Name of Authorized Representative

---

Type Title

---

Signature

---

Date

**ATTACHMENT - D**  
**TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

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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

---

Type Title

---

Signature

---

Date

**ATTACHMENT - E**  
**STATE ASSESSMENT CERTIFICATION**

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

\_\_\_\_\_  
Type Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT - F

### Coastal Bend Workforce Development Board

#### DISCLOSURE OF INTEREST

It is the fiscal policy of the Workforce Solutions of the Coastal Bend (“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>

Job Title and Section (if known)

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>

Title

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>

Board, Commission, or Committee



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>

<b>Consultant</b>

**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:

## **ATTACHMENT – G**

### **Coastal Bend Workforce Development Board**

#### **ORIENTATION TO COMPLAINT PROCEDURES FOR SERVICE PROVIDERS**

The policy of Workforce Solutions of the Coastal Bend (the Board) is to resolve complaints in a fair and prompt manner in accordance with the TWC WD Letter 18-07 regarding Discrimination Complaint Procedures. In addition, the Board's administrative directive on GRIEVANCE PROCEDURE 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 Coastal Bend  
ATTN: EO Officer  
520 North Staples Street  
P.O. Box 2568  
Corpus Christi, Texas 78403  
Telephone: (361) 855-3019**

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. 15<sup>th</sup> STREET  
AUSTIN, TEXAS 78778  
Telephones: (512) 463-2400; (TDD): 1-800-RELAY TX, Voice 1-800-RELAY WV.**

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:

---

Type Name of Contractor's Representative

---

Type Title

---

Signature

---

Date

## ATTACHMENT – H

### Coastal Bend Workforce Development Board UNDOCUMENTED WORKER CERTIFICATION

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 Certifying Person

---

Type Title

---

Signature of Certifying Person

---

Date

**ATTACHMENT – I**  
**OTHER RESPONSE MATERIALS**

**ATTACHMENT J**

**REFERENCES FORM**

**REFERENCES/PAST EXPERIENCE – Maximum Points: 5**

**Failure to provide and include the following information with your response by the submission date of the bid 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 the allotted time provided by the Board 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			