

REQUEST FOR PROPOSALS

Issued by



For

Purchase of a Mobile Unit

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: June 12, 2018

Copies of the Request for Proposals (RFP) are available Tuesday, June 12, 2018, 2:00 p.m. (CST)

Pre-Proposal Conference: Thursday, June 14, 2018, 2:00 p.m. (CST)

Proposals Due Date and Time: Wednesday, June 27, 2018, 4:00 pm (CST)

Deadline for Submission of Written Questions: June 19, 2018, 5:00 p.m. (CST)

Procurement is open and subject to the availability of funds.

A proud partner of the  American Job Center network

Workforce Solutions 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.



**REQUEST FOR PROPOSALS (RFP)
FOR
PURCHASE OF A MOBILE UNIT**

Introduction

Using the Request for Proposals (RFP) method of procurement, Workforce Solutions of the Coastal Bend (WFSCB) is soliciting proposals from qualified vendors for the purchase of a customized mobile unit. WFSCB will provide funding through a federal grant from the U.S. Department of Labor to contract for the purchase of the mobile unit. WFSCB will be using the unit to provide services to Texas customers impacted by the disaster resulting from Hurricane Harvey.

Specifications for the Mobile Unit

WFSCB will accept proposals that meet the specifications included in this solicitation for the purchase of a customized mobile unit.

WFSCB is intending to purchase a twenty (20) to forty (40) foot, powered mobile unit. The mobile unit must be customized to include, at a minimum, the following:

- (4) Four wheel drive;
- (7-8) Seven to eight computer work stations;
- Gas engine with generator (for situations when electricity is not available) that can support the workstations and HVAC;
- Battery Back-up (for situations when electricity is not available) to support the workstations and HVAC;
- Computer networking devices (USB ports at each work station with power and Cat5 Ethernet outlets for service storage and patch panel connections);
- An accessible lift that is ADA compliant (including signage, safety grabs/rails, and lights), preferably located in rear of unit;
- Communications satellite;
- Overhead storage and upright closet to store large items during transport;
- Audio visual with speakers and TV attached to front wall (must have appropriate networking connectivity – WI-FI/Internet);
- Seats for each work station that may be strapped down during transport;
- Lavatory and sink (optional);

- Exterior: back-up camera; leveling jacks; equip with outside awning for shaded area; outside storage units; and include customization of appropriate logos, tagline, and signage, as provided by WFSCB.

WFSCB reserves the right to include additional furnishings and design items during the RFP process, as well as during contract negotiations.

Because the mobile unit may vary in size, vendors may recommend more than one unit provided it includes, at a minimum, the above specifications. Please submit layouts and pictures electronically to robert.ramirez@workforcesolutionscb.org. Each of the layouts and pictures must be referenced by name and/or number, as appropriate. WFSCB is not responsible for materials that are not referenced correctly.

Additionally, please include as part of your proposal, all warranty coverage information, including terms of factory warranty coverage and service, warranty period, and coverage of replacement parts or coverage and non-coverage parts, and any pertinent information.

If interested, please complete and return the Proposal Information Forms (Attachment A & B), with appropriate signatures committing your company to these price/costs and services. In addition, you must also submit the required certification forms, and list of business references. If you have a brochure(s) that provides information about your company and the services and products you provide, you may also include it as part of your submission.

Eligible Proposers

WFSCB will review and evaluate all proposals for completeness and responsiveness with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements and receiving a score below a 70 will be declared non-responsive and eliminated from further consideration.

Proposals will be evaluated based on the following criteria: completeness and responsiveness; experience and ability to provide requested services; references/past experience; and fees/costs. Additional points may be awarded if proposer is currently registered and certified by the state of Texas as a HUB (Historically Underutilized Business). To earn points, the proposer must submit a current certification issued by the Texas Comptroller of Public Accounts.

Protest and Appeal Process

All proposers 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 Board's 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. Workforce Solutions reserves the right to determine whether the protest is valid and merits further consideration.

Award of Purchase Agreement

It is the intent of WFSCB to select a vendor for the award of a purchase agreement for a customized mobile unit by no later than July 27, 2018.

After this period of time, we expect delivery of the mobile unit within a reasonable time, i.e., 4 to 6 months or sooner.

Payment Terms

If selected, an agreement with your firm for the purchase of the mobile unit will be executed. Payment for the purchase will be reimbursed three (3) weeks after an invoice has been properly completed and verified for delivery of the mobile unit.

However, since the purchase requires customization of the unit, WFSCB may be open to discussions for negotiations of incremental payments based on agreed performance.

Experience and Reference(s) Requirements

The proposer must submit a minimum of three (3) references of active clients. The active clients must be current customers at the time of response submission and must be three distinct customers.

Debarment and Suspension for Federal and State Contracts

To be eligible to submit a proposal under this RFP, respondents must not be presently debarred, suspended, or proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency. All proposers submitting a proposal will be verified as to its eligibility status for receiving federal/state funds.

Insurance Requirements

The proposer awarded the work must have the General Liability insurance. The general liability insurance for personal injury and bodily injury and property damage to a third party is required. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate. The Proposer must submit a copy of the insurance with the submission of the proposal response.

Deadline for Submission of Written Questions

Written questions may be submitted during the period of June 14–19, 2018. The deadline for submission of questions is Tuesday, June 19, 2018, 5:00 p.m. (CST). Questions may be submitted via e-mail to Robert Ramirez at: robert.ramirez@workforcesolutionscb.org Responses to the questions submitted will be provided no later than Thursday, June 21, 2018, 5:00 p.m. (CST).

Submission Date and Forms

Proposal information and required forms must be submitted to the address below prior to or by **Wednesday, June 27, 2018 at 4:00 p.m., (CST)**.

**Workforce Solutions of the Coastal Bend
Attn: Robert R. Ramirez, Contracts and Procurement
520 North Staples, Corpus Christi, TX 78401 (if delivered in person) or
P.O. Box 2568, Corpus Christi, TX 78403 (if mailed)**

Each proposer must submit one (1) ORIGINAL and three copies of their response (for a total of four (4)). One of the copies must be marked “**ORIGINAL**”, containing original signatures.

Responses can be hand-delivered or submitted by mail to the address above. No e-mails or faxes will be accepted. Please note that responses must be received prior to or by the deadline of **Wednesday, June 27, 2018, 4:00 p.m. (CST)**. Any inquiries to this procurement should be address to Robert Ramirez, Contracts/Procurement at (361) 885-3013.

Each response must contain Attachments/Certifications A through I in the order as shown below. Any reference to details contained in bidder’s attachments must state the page number of the attachment in order to be considered in the evaluation of the response.

- Transmittal Letter (on company’s letterhead)
- Information and Fees/Cost Forms – Attachments A & B
- Certification Forms – Attachments C - H
- List of Business References (minimum of three active clients) – Attachment I
- Copies of Required Certificate(s) of Insurance
- HUB Certification with the State of Texas Comptroller’s Office (if certified)

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.

Procurement Conditions and General Terms:

Procurement of these items 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 responses or 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 bid/proposal/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 goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of the solicitation.
- 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 goods 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 responses/bids 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 anytime 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 to 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 goods/supplies/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 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 Workforce Solutions 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. Potential respondents/bidders 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 non-discrimination and equal opportunity provisions as required by 29 CFR parts 37.20(a)(1). Each applicant for financial assistance under Title I of WIA, as defined in §37.4, must include the following assurances:

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.



ATTACHMENT A

RFP RESPONSE

FOR PURCHASE OF MOBILE UNIT

To submit your response to the RFP, please answer the following questions:

- I. Provide a brief history of your company.

- II. Provide a brief summary of your firm's demonstrated capability, including length of time that your firm has provided these services, and who are some of your major customers.

III. Will your firm be subcontracting any of the work stated in the RFP? If your response is "Yes", please state the firm's name, purpose for subcontracting and services you will be subcontracting.

IV. Would any price discounts be offered by your firm? If discounts are offered, please provide information on the discount amounts and conditions. The discounts, if any, should be included in your pricing proposal budget.

V. Briefly describe the process for delivery of the product, i.e., time for completion, method of delivery, etc.

VI. Please provide any other information you may feel is important in order to determine why your company is the best choice, over your competitors, for this project.

Print Name of Individual and Title Committing to RFP

Signature of Individual

Date



WORKFORCE SOLUTIONS of the Coastal Bend

ATTACHMENT B

PRICE/COST FORM

IMPORTANT: If you intent to recommend more than one mobile unit, you must complete this form for each one. Therefore, please provide a description of the vehicle such as year, make, and model.

Name of Company: _____

Physical and Mailing Address, and Telephone Number:

Is your company/firm a Historically Underutilized Business (HUB) as certified by the State of Texas Comptroller? If your response is **YES**, please include your current HUB Certificate issued by the State.

_____ Yes _____ No _____ certificate attached

Vehicle Information/Fees/Cost Information:

Year: _____ Make: _____ Model: _____

TOTAL COST: \$ _____

Cost for Vehicle: \$ _____

Total Discounts: \$ _____

TTL Charges: \$ _____

Delivery Charges (if any): \$ _____

(Note: An itemized list of all charges **must** be submitted for each vehicle recommended. Please make sure the list includes the cost for the outside wraps. The list(s) must be submitted as an attachment to this form.)

Print Name of Individual and Title Committing to RFP

Signature of Individual and Date

ATTACHMENT C

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

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 contractor 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 contractor 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 contractor 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 Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

- (c) Providing each employee with a copy of the Contractor's policy statement;
- (d) Notifying the employees in the Contractor'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 Contractor 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 Contractor'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 require 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 and Title of Authorized Representative

Signature

ATTACHMENT D

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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.

Name and Title of Authorized Representative

Signature

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.

Name and Title of Authorized Representative

Signature

ATTACHMENT F

Coastal Bend Workforce Development Board

DISCLOSURE OF INTEREST

It is the fiscal policy that all persons or firms seeking to do business with Workforce Solutions 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:

- 1. Corporation
- 2. Partnership
- 3. Sole Owner
- 4. Association
- 5. 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 Workforce Solutions 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:

Name

Job Title and Section (if known)

2. State the names of each "managerial employee" of Workforce Solutions 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:

Name	Title
<hr/>	<hr/>
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3. State the names of each "board member" of Workforce Solutions 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:

Name	Board, Commission, or Committee
<hr/>	<hr/>
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4. State the names of each employee or officer of a "consultant" of Workforce Solutions 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:

Name	Consultant
<hr/>	<hr/>
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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 Workforce Solutions, 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 the Coastal Bend Workforce Development Board (the Board) is to resolve complaints in a fair and prompt manner. The Board's administrative directive on GRIEVANCE PROCEDURE establishes the guidelines for the resolution of grievances/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:

**Coastal Bend Workforce Development Board
ATTN: EO Officer
520 North Staples Street
P.O. Box 2568
Corpus Christi, Texas 78403
Telephone: (361) 885-3019**

Every effort should be made to resolve your grievance at the optimum management level. The Board's EO 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 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) 936-0343; (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:

Signature of Certifying Person

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.

Signature of Certifying Person

Date

ATTACHMENT I

REFERENCES FORM

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	