



To: Interested Parties

FROM: Kenneth A. Trevino, President/CEO

DATE: September 19, 2018

SUBJECT: REQUEST FOR APPLICATIONS (RFA) FOR TRANSPORTATION ASSISTANCE SERVICES

Workforce Solutions of the Coastal Bend (WFSCB), formally known as the Coastal Bend Workforce Development Board, is soliciting applications from qualified transportation service providers to provide transportation to eligible WFSCB customers that reside and work in the Coastal Bend region, including the City of Corpus Christi.

The application process is open-ended so that potential applicants may submit an application anytime during the fiscal year and/or may amend their current application. Once the application for services is received, approved, and a contract for services is executed, the contract may be renewed for an additional two (2) one-year periods. The approval of the contract renewals is at the discretion of the WFSCB and is based on satisfactory performance, availability of funds, and successful contract negotiations.

A Transportation Assistance Services Form, indicated as Attachment B and B-1, has been provided as part of this application process. Applicants will need to provide specific information on the services provided, the availability and type of vehicles, and geographical areas served. Any applicant responding to this RFA must have a minimum of five (5) years of work related experience providing similar services.

WFSCB expects potential service providers to follow current safety rules and regulations in transporting individuals to and from designated points of pick-up and drop-off/return sites.

All inquiries should be directed to Robert Ramirez, Contracts and Procurement Officer, at phone number: (361) 885-3013 or robert.ramirez@workforcesolutionscb.org. Mailed and hand delivered responses are acceptable. Faxed or electronically send copies will not be accepted.

Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aid and services are available to individuals upon request to individuals with disabilities. Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (Voice). Historically Underutilized Businesses (HUB's) are encourage to apply.

REQUEST FOR APPLICATIONS (RFA)

Issued by



For

Transportation Assistance Services

Applications 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: September 19, 2018

Copies of the Request for Applications (RFA) are available Wednesday, September 19, 2018, 2:00 p.m. (CST)

Application Start Date: October 1, 2018 – September 30, 2019

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.



WORKFORCE SOLUTIONS of the Coastal Bend

REQUEST FOR APPLICATIONS (RFA) FOR TRANSPORTATION ASSISTANCE SERVICES (TASP)

Introduction

The purpose of this RFA solicitation is to seek information from qualified transportation service providers to provide transportation services to Workforce Solutions of the Coastal Bend (WFSCB) eligible customers residing in the Coastal Bend region, including the City of Corpus Christi. Customers referred by the WFSCB Workforce Centers will be eligible to participate in the transportation assistance services program through an approved voucher system.

The Transportation Assistance Services Program (TASP) is intended to implement service transportation routes from designated pick-up areas to drop-off designations. These services will help facilitate the transporting of eligible customers to approved training facilities and worksites.

Scope of Services

The goal of this program is to establish transportation assistance services to eligible customers from designated pick-up location(s) to designated drop-off site(s). The drop-off sites may consist of a single or multiple training and worksite locations. In working closely with WFSCB and its eligible customers, transportation service providers will provide the requested services to designated pre-selected sites and times for departure and return.

Transportation to Job Search and Skills Training Sites:

Transportation services to customers engaged in job search and skills training may consist of multiple pick-up sites, but may consist of only one central drop-off/return point, such as a designated workforce center or training facility. These services are primarily needed in the rural counties of the Coastal Bend region where public transportation is not available.

TASP providers must agree to provide curb to curb transportation services for authorized eligible Workforce Solutions customers in designated rural counties as needed within its present schedule or demand, which generally may require at least a 24 hour advance notice. However, due to unforeseen circumstances, some customers may not be able to meet the 24-hour advanced notice. Therefore, we ask that transportation service providers consider making a "good faith" effort to accommodate curb-to-curb transportation services to our customers with less than the 24-hour advance notice.

Transportation to Worksites:

Transportation services to worksites may consist of multiple sites. For example, WFSCB has tentatively approved one route which will originate as a departure point from the Salvation Army located at 521 Josephine Street, Corpus

Christi, to multiple designated drop off work-sites located along the coastal areas of Aransas Pass, Rockport, Port Aransas, and the County of Refugio. The pickup time at the Salvation Army may be scheduled at approximately 7:15 a.m. and the return pick-up time from the worksites may be at approximately 4:15 p.m. The services provided on this route would operate on a Monday through Friday work week.

TASP providers must be open to work with WFSCB in establishing direct non-stop routes to designated sites. Thus, the scheduling is crucial in order to ensure customers get to their respective worksites on time.

Prior to approving a route, WFSCB will work closely with the TASP provider to meet the minimum number of customers required per the respective vehicle transport. Typically, we envision transporting 5 to 10 customers from their common pick-up locations to their worksites.

General Provisions Governing the Transportation Program:

- WFSCB will only be liable for authorized transportation services.
- Authorization for transportation services will be provided by the WFSCB Workforce Center.
- The TASP provider agrees to provide curb to curb transportation services to authorized eligible WFSCB customers as needed, within its present schedule or demand, which generally may require at least a 24-hour advance notice.
- The TASP providers will notify WFSCB of customers with two (2) consecutive days of no-shows. Fees will not be paid by WFSCB commencing on the third no-show consecutive day without prior written authorization. Charges for the two (2) consecutive days of no-shows will be charged at a negotiable rate agreed upon by WFSCB and the TASP provider. Additionally, there will be no charges/penalties for cancelled trips.
- The TASP providers will provide additional services outside of the usual operations including extended hours, customized routes, and vanpools, to accommodate the special needs of WFSCB customers residing in the Coastal Bend region.
- The TASP providers will agree to provide curb to curb transportation service for program related activities Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays, for authorized WFSCB customers in the Coastal Bend region, as needed.
- Other than the agreed fees/rates charged for transporting eligible customers, no additional fees or charges will be collected by the TASP provider for transporting eligible customers to approved designations.

WFSCB and TASP Provider will agree to the following:

- Exchange information and coordinate activities and projects for a more streamlined and efficient workforce development system.
- Identify opportunities for collaboration, coordination, and elimination of barriers for service delivery.
- Develop and implement an efficient and effective referral system between and amongst the parties.
- Promote the development of additional linkages with other appropriate partners.
- Maintain the confidentiality of Workforce Solutions customer information and only use customer data in the administration of the programs.
- Comply with Title VI of the Civil Rights Act of 1964 (PL88.352) and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the delivery of services.
- Comply with Social Security Act, Title IV-B Part 2, CFDA number 93.556.
- Comply with Section 504 of the Rehabilitation Act of 1973, as amended (29U.S.C. 794), which prohibits discrimination on the basis of a mental or physical disability.

- Comply with the requirements of the American with Disabilities Act of 1990 (PL 101-336, 101 Congress, 2nd Session, 104 Stat 327-July 26. 1990).

Please be aware that unless an agreement is executed, WFSCB is under no obligation to provide or maintain funding under this application process. Funding will only be provided when services are needed.

WFSCB reserves the right to award contracts to one or more entities.

Service Area

WFSCB will be providing transportation assistance services in the Coastal Bend region, including the City of Corpus Christi. The Coastal Bend region consist of the following eleven (11) counties: Aransas, Bee, Brooks Duval, Jim Wells, Kennedy, Kleberg, Live Oak, Nueces, Refugio, and San Patricio.

Eligible Applicants

Private-for-profit firms, community-based organizations (CBO), or private non-profit institutions or organizations, which have the qualifications and required years of experience, and demonstrated ability to perform the requested services, are eligible to apply. Because the safety of our customers is important to us, WFSCB will required information on the firm/organization's current safety program for transit users, including those who operate and manage the transport vehicles.

Evaluation of Applications

WFSCB will review and evaluate all applications for completeness and responsiveness with the terms and conditions of the RFA. Applications clearly inconsistent with the RFA 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.

Contract Renewals

The application process is open-ended so that potential applicants may submit an application anytime during the fiscal year and/or may amend their current application. Once the application for services is received, approved, and a contract for services is executed, the contract may be renewed for two (2) additional one-year periods. The approval of the contract renewal is at the discretion of the WFSCB and is based on satisfactory performance, availability of funds, and successful contract negotiations.

Even though the application process is open-ended, there will be a closing date towards the end of the fiscal year for acceptance of applications. The application process for this fiscal year (October 1, 2018 through September 30,

2019) will be open until 4:00 p.m., Monday, September 16, 2019. Applications which have been evaluated, deemed responsive, and accepted will be included on our approved TASP providers list. Approved applicants will be engaged by WFSCB on “as needed” basis.

Unless a contract has been approved with your firm, you will have to submit a new application under a re-issued RFA for the next fiscal year (October 1, 2019 – September 30, 2020). The new applications will be accepted for consideration beginning on Tuesday, September 17, 2019. The application process will be open-ended so that potential applicants may submit an application anytime during the fiscal year and/or to amend their current application.

Payment Terms

Payment for contracted services will be reimbursed by submitting an invoice that is itemized with proper documentation for costs incurred. The invoice will be submitted to the WFSCB fiscal department for payment no later than the 10th day of every month. The invoice will be paid within three (3) weeks of receipt of complete and accurate information.

Invoices for payment will be submitted to the following e-mail address: fiscal@workforcesolutionscb.org.

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 RFA, 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 applicants submitting an application will be verified as to its eligibility status for receiving federal/state funds.

Insurance Requirements

The applicant awarded the work must have 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 applicant must submit a copy of the insurance with the submission of the application response.

Workers Compensation insurance will be required for all employees that will be working under a contract with WFSCB. However, if a the contractor does not have Workers Compensation insurance, but meets the definition of “Independent Contractor”, as defined by the State of Texas, the Contractor can sign a waiver agreeing to this independent relationship. The wavier form can be provided upon request.

Submission of Written Questions and Applications

The attached materials describe the information needed to submit an application. Questions about the RFA may be sent via fax to Robert Ramirez at (361) 356-3958 or e-mail to: robert.ramirez@workforcesolutionscb.org.

Application information and required forms must be submitted to the address below:

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 applicant must submit one (1) ORIGINAL and three copies of the application (for a total of four (4)). One of the copies must be marked "ORIGINAL", containing original signatures.

Each application 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 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 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.



WORKFORCE SOLUTIONS
of the Coastal Bend

ATTACHMENT A

RFA RESPONSE FOR

TRANSPORTATION ASSISTANCE SERVICES (TASP)

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

- I. Provide a brief history of your company. Also, specifically identify the areas within the Coastal Bend region, including the City of Corpus Christi, in which your firm can conduct business and provide the requested services.

- 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 RFA? 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. Does your firm/company have vehicles that can accommodate persons with disabilities? If your responses is "Yes", briefly describe the type of vehicles you have and there availability.

- VI. Briefly describe your firm/company's current safety program for transit users, including those that operate and manage the transport vehicles. If you have a brochure(s) that may provide additional information on your safety program, please include them in your application submission.

- VII. Please provide any other information you may feel is important in order to determine why your company should be considered for this program.

Print Name of Individual and Title Committing to RFA

Signature of Individual

Date



ATTACHMENT B

FARE FEE/RATE FORM

In responding to this section, applicants must provide sufficient information as to the fare fees/rates currently charged for existing in-town and/or out-of-town trips. If applicants do not have established routes, but have a trip charge (per mile) based on miles and/or number of riders, this information should be included. Additionally, if discounts are offered, please note them in your pricing information. Pricing information should be valid for up to twelve (12) months.

Please be aware that cost will be evaluate as part of cost reasonableness.

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
_____	_____
_____	_____

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
_____	_____
_____	_____

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
_____	_____
_____	_____

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	