

REQUEST FOR APPLICATIONS



Issued by

WORKFORCE SOLUTIONS of the Coastal Bend

For

Event Presenters, Motivational Speakers, & Facilitation Services

Applications to be submitted to the
Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions of the Coastal Bend)
520 North Staples, Corpus Christi, Texas 78401 (if hand delivered)
P.O. Box 2568, Corpus Christi, Texas 78403 (if mailed)

Issue Date: May 19, 2020, 2:00 p.m. (CST)

Application Start Date: May 19, 2020 - September 30, 2020

Procurement is open and subject to the availability of funds.

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. 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.

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

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

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PART 1.0 – GENERAL INFORMATION

1.1 Introduction

Workforce Solutions of the Coastal Bend (WFSCB) is a non-profit, tax-exempt organization that serves as the Workforce Board. WFSCB oversees workforce development programs in the eleven (11) county Coastal Bend region. As the grant recipient and administrative entity, WFSCB is responsible for the planning, evaluation and oversight of workforce related programs. WFSCB primarily receives funding from the United States Department of Labor through the Texas Workforce Commission (TWC).

The workforce board is supported by the board professionals, led by the Chief Executive Officer/President. WFSCB mission is to invest in the area's regional economic success through access to jobs, training, and employer services. To accomplish this mission the WFSCB has adopted the following strategies:

- Collaborate with industry, education, economic development and labor to develop a comprehensive regional workforce strategic plan;
- Develop a trainable and available workforce;
- Provide workforce-relevant educational and training opportunities for youth;
- Provide child care assistance to eligible families for employment and training activities.

1.2 Purpose of Request for Applications (RFA)

WFSCB is seeking applications from qualified, professional individuals or organizations for event presenters, motivational speakers, and facilitation services. The first event is scheduled in **June 8-11, 2020**. This virtual event is entitled "**WE SUMMIT, Women Empowered Summit**". The event is an exciting networking opportunity to provide training and support specifically for women who are starting, sustaining, or expanding a business in the Coastal Bend region. See Section 1.4 for additional information.

In the event this topic is not one that you are qualified to speak about or you are not available on these dates, other speaking opportunities may emerge. Thus, we encourage you to submit an application. The selected speakers will be considered from the applications received and approved. The speakers that are eligible under the RFA will be considered on an **as-needed-basis** for other WFSCB special events or workshops.

1.3 Eligible Respondents

Individuals or organizations possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with WFSCB may respond to this RFA. Eligible firms or independent agents include public entities, community-based organizations, faith-based organizations, non-profit organizations, private for-profit corporations and other qualified providers. Minority, disadvantaged, veteran and/or women-owned businesses are encouraged to respond to this RFA.

Respondents to this RFA must have at least five (5) years of subject matter expertise in the topics selected. **Knowledge and experience in business management and workforce development related topics is preferred.**

1.4 Services Solicited

WE Summit, Women Empowered Summit (Virtual Event) – June 8-11, 2020

WFSCB seeks an individual(s) or an organization to share leading-edge ideas, inspiring and challenging experiences, and to convey the basic fundamentals for starting, sustaining, or expanding a business. Presenter(s) should be prepared to engage attendees through audience participation and discussion. Motivational and goal-setting exercises are encouraged as part of the delivery of services.

The WE Summit event will be sponsored by the Workforce Solutions of the Coastal Bend, Texas A&M University – Corpus Christi, and United Corpus Christi Chamber of Commerce. The virtual event will take place on June 8-11, 2020, 2:00 p.m. to 3:00 p.m. (CST). WFSCB expects the event to be attended by approximately 200 participants. The dates and/or times of the event are subject to change.

For this event, WFSCB will be accepting applications to assist in facilitating sessions on related topics such as: Social Media – Marketing Your Brand, Entrepreneurial Financing, Entrepreneurship 101 – Building Your Business, Work Personality Assessment and Mentorship, and Entrepreneur Coaching/Mentoring. These topics and others are noted on **Attachment B-1, Event Presenters/Motivational Speakers/Facilitation Services Form**. Applicants must select the topics they are qualified for and experienced in presenting.

Presenter Responsibilities:

- Provide high quality educational presentations.
- Engage attendees through audience participation and discussion.
- Coordinate with WFSCB staff regarding any special equipment needs.
- Provide WFSCB staff a personal picture, topic summary, specific benefits participants will take away, approach/methods to engage the audience, and a biography for marketing purposes.

WFSCB Responsibilities:

Promote the event, speaker, and subject matter through a variety of WFSCB communication methods and sites:

- WFSCB Web Site.
- Announcements at other WFSCB events.
- E-Mail – Marketing Blast.
- Social media sites, such as Twitter, Facebook, LinkedIn.
- Register attendees.
- Coordinate with speaker regarding special equipment and material needs for the event.

1.5 Subcontracting

Any subcontracting must be specified in the response and approval must be granted by the WFSCB prior to the execution of any contract resulting from this RFA. All subcontracting is subject to applicable federal, state, and local laws, rules and regulations and policies. If the respondent proposes to subcontract any of the above services and activities to be provided, the respondent must indicate which services and activities will be subcontracted and the rationale behind using subcontractors instead of providing the services directly. The respondent must also describe how subcontractors were (or will be) procured and selected, their qualifications, as well as the basis for payments. Subcontractors are subject to the same requirements as the respondent under this RFA and resultant contract.

PART 2.0 –CONTRACT INFORMATION

2.1 - Award Notification

As previously stated, the first event to be sponsored under this RFA will be the “**We Summit**” scheduled in June 6, 2020. WFSCB intends to select an individual(s) for this event within a few weeks after receiving the applications. We appreciate all your submissions and if you are not selected for this event, your application if approved, may be considered for other future events.

The actual amount of a contract award will be based on the proposed budget, availability of funds, and the standards for the use of the funds (i.e., all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories.)

2.2 - Application Period and Contract Renewals

The application process is open-ended so that applicants may submit an application anytime during the fiscal year and/or to amend their current application. **Once your application is evaluated and approved, a contract for services will be executed once the applicant is contacted by WFSCB and requested to present at an event. This contract may be renewed for an additional one-year period. The contract renewal is at the discretion of the WFSCB and is based on need, satisfactory performance, availability of funds, and successful contract negotiations.**

2.3 - Application Selection and Appeal Process

- I. All applications considered must be responsive to the RFA instructions.
- II. WFSCB will base its selection on responsiveness to the RFA, qualifications, experience, demonstrated ability/references, and cost.
- III. Any applicant receiving a score of less than “70” will be declared non-responsive.
- IV. WFSCB will make a good faith effort to award contracts to Historically Underutilized Businesses (HUB's).
- V. All applicants will receive notification of application status. An applicant who wishes to appeal the decision will be required to notify 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 appeal and any desired remedies of action. WFSCB reserves the right to determine whether the appeal is valid and merits further consideration.

2.4- Insurance

The Contractor will be required to maintain insurance coverage for the period of the contract. Contractor must obtain insurance adequate to cover contractor’s employees and against personal and bodily injury and property damage. The following minimum insurance coverage and limitations will be required;

- General liability insurance for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.
- Workers Compensation insurance shall be required for all the contractor’s employees that will be working under this contract. However, if the contractor does not have Workers Compensation insurance, but meets the definition of “Independent Contractor”, as defined by the State of Texas, the contractor must sign a waiver agreeing to this independent relationship. The waiver form can be obtained upon request.

In the event you are awarded the contract, the contractor will be required to submit proof of insurance. A statement of

assurance to that effect must be included in your transmittal letter.

2.4 – Invoice for Payment

Payment for contracted services will be reimbursed by submitting an invoice with proper documentation by the tenth (10th) of each month for costs incurred during the previous month. The invoice will be submitted to the WFSCB's fiscal department for payment. Invoice will be paid within three (3) weeks of receipt of complete and accurate information.

Submit your invoices(s) to the fiscal department at: fiscal@workforcesolutionscb.org

2.6– Contract for Services

Unless otherwise noted, contract for services will be based on a cost-reimbursement basis. Costs will be paid based on the submittal of an invoice with all support documentation.

PART 3.0 – GOVERNING CONDITIONS AND LIMITATIONS

1. WFSCB reserves the right to accept or reject any or all applications submitted.
2. WFSCB is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
3. This RFA does not commit WFSCB to pay for any cost incurred prior to the execution of any contract or payment agreement. All agreements are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
4. The intent of this RFA 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 or payment agreement from any application submitted.
5. Applicants 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 RFA contact person or designated WFSCB Board staff. Violation of this instruction will result in immediate rejection of the application.
6. WFSCB specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract or payment agreement where such variance is deemed to be in the best interest of WFSCB.
7. All applications and their accompanying attachments will become property of the WFSCB after submission and materials will not be returned. In addition, all materials that are produced as a result of this RFA become property of WFSCB.
8. The contents of a successful application may become contractual obligations, if a contract or payment agreement is awarded. Failure of the applicant to accept those obligations may result in the cancellation of the application for selection. The contents and requirements of this RFA may be incorporated into any legally binding and duly negotiated contract between WFSCB and the selected applicant(s).
9. WFSCB reserves the right to select and/or contract with more than one applicant from the applications submitted.
10. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually-agreed on conditions and delivery schedules with the submission of appropriate documentation. Delivered services must meet standards agreed upon during contract negotiation before reimbursement is made.

11. 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 38.2(1). Each application for financial assistance under Title I of Workforce Innovation and Opportunity Act (WIOA), as defined in §38.4, must include the following assurance:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, 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 Innovation and Opportunity Act (WIOA), 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 WIOA Title I—financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis 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 applicant also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA 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.

PART 4.0 – SUBMISSION INFORMATION

4.1 – Submission of Response

Although the RFA process is open-ended, we encourage applicants to submit their applications as soon as possible. WFSCB plans to start the evaluation process on April 2020.

4.2 – Procurement Schedule*

RFA Issue Date	May 19, 2020, 2:00 p.m. (CST)
Submission of Written Questions	Open
Response Submission	Open/Ended
Submission Address	Workforce Solutions of the Coastal Bend 520 North Staples St., Corpus Christi, TX 78401 (if hand-delivered or by private courier) P.O. Box 2568, Corpus Christi, TX 78403 (if mailed) RE: RFA for Event Presenters, Motivational Speakers/Facilitation Services ATTN: Robert R. Ramirez, Contracts and Procurement Officer
Contract Start Date	June 8-11, 2020 (first event); others based on scheduled events

**Dates are subject to change. Entities requesting a copy of the RFA will be notified in writing of any changes in the procurement schedule.*

5.0 – APPLICATION RESPONSE REQUIREMENTS

5.1 – Application Format

Applications must be type and completed on 8½” x 11” paper, with all pages sequentially numbered and bound. Each response must contain Attachments/Certifications A through F in the order as shown below. Please do not use less than a 12-point font

Response packages should be organized in the manner specified below:

- Responses should be prepared in a concise manner. Clarity of content and completeness are essential.
- A transmittal letter must be included on the individual’s/firm’s letterhead stationary.
- Use the Certification by Respondent form (Attachment A) of the RFA as the cover sheet.
- Each response must include the Statement of Work response (Attachment B) of this RFA.

5.2 – Number of Copies

Each applicant must submit an **ORIGINAL** with all executed (i.e. original signatures) forms and certificates and one (1) electronic copy of your application on flash drive for evaluation purposes. Any application lacking the required copies will be ruled unresponsive and will not be considered under this procurement. Any differences between the original and the electronic copy are at the liability of the respondent.

The original application must be marked “**ORIGINAL**” on the Cover Sheet and contain original signatures.

In order to expedite the review process, you may submit an additional PDF copy via e-mail to robert.ramirez@workforcesolutionscb.org. The electronic copy must indicate all signatures required.

5.3 – Order of Application Content

Applications following the format below, must be clearly labeled in the exact order shown below. Compile the application in the following order:

- **Transmittal Letter**
- **Attachment A** – Certification By Applicant
- **Attachment B** – Statement of Work/Your Response
- **Attachment B-1** – Event Presentation/Motivational Speakers/Facilitation Services Form
- **Attachment C** – Budget Information
- **Attachment D** – Other Attachments (Other materials requested or referred to in the narrative should be labeled and included here, e.g., certifications, insurance. Additionally, if your firm is certified as a HUB by the State of Texas, please attach a copy of the certification.
- **Attachment E** – References
- **Attachment F** – Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements

5.4 – Cover Sheet (Attachment A)

Each application must be accompanied by a complete application Cover Sheet. Respondents must designate a contact person responsible for all communications concerning the application and notification of award. Respondents must also designate a person with documented signatory authority and for contract negotiations.

5.5 – Statement of Work/Your Response (Attachment B)

Include the following:

1. For each topic selected under Attachment B-1, you must submit the following information:
 - A brief description of topic you have expertise in and an outline of the areas to be covered,
 - The specific benefits participants will take away;
 - Your approach/methods on how you engage the audience;
2. Presentation Sample (DVD, PPT or Web Link)
3. One page biography
4. High-Resolution Headshot (in JPG format).
5. Three (3) professional references from organizations where you previously presented within the last three (3) years. The clients must be three distinct customers. Include this information on **Attachment E - References**.
6. Presentation materials/handouts (sent all materials and handouts via e-mail or USB pin drive in Word or PDF format by **May 27, 2020** or on a mutually agreed date).

5.6 – Event Presenters, Motivational Speakers, and Facilitation Services Form (Attachment B-1)

Complete and submit the listing of topics under Attachment B-1 that you are qualified and experienced to provide services on. Applicants must have a minimum of 5 years professional experience (having conducted professional speaking, development, and facilitation services on a professional setting within the subject matter selected).

5.7 – Budget Information (Attachment C)

Include the proposed budget for the proposed services under Attachment C, Budget. Include your fees separate from travel expenses, if any. Include your budget information (fees) as part of Attachment C.

Proposed or negotiated costs must remain firm for the initial year of the contract. Increases in fees/costs after the initial year may be proposed. However, all proposed increases must be requested in writing and be supported by proper justification.

WFSCB follows the State Coordination of Travel rule and the GSA's federal Domestic Maximum Per Diem Rates. Travel costs may include lodging, meals, airfare, car rentals, and mileage. Travel reimbursements will not exceed the current State travel rates. Reimbursement requests for lodging, airfare, and car rentals will include receipts for actual cost.

Transportation expenses will be reimbursed only for the quickest and most economical means of transportation to reach the desired location. An individual choosing to take another means of transportation will be reimbursed only at the cost of the quickest and least expensive means of transportation. Car rental, taxis, and other forms of ground transportation must comply with this policy of quickest and most economical means. Coordination of travel must occur when two, three, or four authorized travelers travel on the same dates with the same itinerary to conduct the same business. When coordination of travel is required, Workforce Solutions may reimburse only one of the authorized travelers for mileage.

Costs for travel must have prior written approval from WFSCB. Due to unforeseen circumstances, WFSCB may need to re-schedule events. Consequently, WFSCB will make every effort to provide prior notice to contractors. However, if applicable, we advise contractors not to purchase non-refundable airfare tickets. WFSCB will not be responsible for

reimbursing contractors for any unused non-refundable airfare tickets.

PART 6.0 – APPLICATION EVALUATION AND SELECTION PROCESS

6.1 – Evaluation Process

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 applications to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The responses must have been submitted within the time the RFA is open.
2. The responses that are label ORIGINAL must be complete with original signatures.
3. The responses must be for the specific services requested and described in the RFA packet.
4. The responses must be submitted in the format described in the RFA Packet.
5. One original (marked original) with all executed (i.e. original signatures) forms and certificates and one (1) electronic copy of your application on flash drive must be submitted. WFSCB will base its selection on Responsiveness to RFA, Qualifications, Experience, Demonstrated Ability/References, and Cost. Respondents may earned additional points if they are currently certified as a HUB (Historically Under-Utilized Business) by the State of Texas Comptroller of Public Accounts.

All responses will be screened for inclusion of all required information prior to release to the evaluation team. WFSCB may exclude from further consideration for contract award any non-responsive response.

WFSCB may use Board staff/members, independent evaluators or a combination of both 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 Board has rejected all responses.

NOTE: After evaluation, any response with 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.

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

6.2 – Application Evaluation Criteria

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

Responsiveness to RFA (Value 10 points)

This criterion examines the extent to which the minimum requirements of the RFA were met.

Qualifications (Value 25 points)

This criterion addresses the applicant's educational and training credentials. Preference will be given to those presenters that have knowledge in business management and workforce development related topics.

Experience (Value 25 points)

This criterion examines the knowledge and skills of the applicant which have been derived from actual work experiences in presenting similar topics and the requirement of five (5) years of direct relevant prior experience.

Demonstrated Ability/References (Value 20 points)

This criterion is a measure of the applicant's ability to deliver similar services. The quality of references from current customers will also be evaluated. References will be verified.

Cost (Value 20 points)

This criterion evaluates the cost of the services to determine if they are within the market rate for such services. Also, costs will be evaluated for reasonableness.

HUB Value 5 points

Historically Under-Utilized Business (HUB) as certified by the State of Texas (applicant must provide current copy of the certification.)



WORKFORCE SOLUTIONS

of the Coastal Bend

ATTACHMENT A

CERTIFICATION BY RESPONDENT

RFA FOR EVENT PRESENTERS, MOTIVATIONAL SPEAKERS, & FACILITATION SERVICES

A. Identification of Applicant:

Name of Organization/Individual: _____

Mailing Address: _____

Name of Contact Person Regarding this Application: _____

Telephone Number: _____ E-Mail Address: _____

Fax Number: _____ Web Site: _____

B. Name and Title of Person Responsible for:

Contracting Authority: _____ / _____

Contract Negotiations: _____ / _____

Liaison to the WFSCB: _____ / _____

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

Private, for-profit:

Public, non-profit:

Private, non-profit:

Corporation:

Partnership:

Sole Ownership:

Government entity:

State Comptroller ID # _____

Federal Tax ID # _____

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

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

E. Are you interested and available for the "**We Summit**" scheduled on June 8-11, 2020?

Yes No

Signature of person who can commit organization to this application response:

Print or Typed Name of Representative

Print or Typed Title

Signature

Date

ATTACHMENT B

STATEMENT OF WORK/YOUR RESPONSE

(Please include your responses for information under “Statement of Work/Your Response”, page 8 under numbers 1 through 4. In responding to the request for information, please make sure each of your responses are numbered to correspond to the requests for information referenced on these pages.)

ATTACHMENT B-1

**EVENT PRESENTERS, MOTIVATIONAL SPEAKERS,
AND FACILITATION SERVICES FORM**

The following areas of requested topics and services are being solicited by Workforce Solutions of the Coastal Bend. Please indicate those topics that you are qualified to provide services on. Applicants must have a minimum of 5 years professional experience (having conducted professional speaking, professional development, and facilitation services in a professional setting within the subject matter selected).

- | | |
|--|--|
| <input type="checkbox"/> Social Media – Marketing Your Brand | <input type="checkbox"/> Entrepreneurial Financing |
| <input type="checkbox"/> Entrepreneurial 101 – Building Your Business | <input type="checkbox"/> Work Personality Assessment & Mentorship |
| <input type="checkbox"/> Entrepreneurial Coaching/Mentoring | <input type="checkbox"/> Change Management |
| <input type="checkbox"/> Effective Communication Skills | <input type="checkbox"/> Assessment of Leadership Skills |
| <input type="checkbox"/> Performance Management | <input type="checkbox"/> Dynamic Leadership Skills |
| <input type="checkbox"/> Creative Problem Solving | <input type="checkbox"/> Basics of Supervision |
| <input type="checkbox"/> Leading with Strengths | <input type="checkbox"/> Powerful Presentation Skills |
| <input type="checkbox"/> Time/Goal Management | <input type="checkbox"/> Reinventing Yourself - Advancing Your Talents |
| <input type="checkbox"/> How to Succeed in Business | <input type="checkbox"/> Personal Growth & Development |
| <input type="checkbox"/> Risk Taking and Entrepreneurship | <input type="checkbox"/> Market Activation |
| <input type="checkbox"/> Small Business Management | <input type="checkbox"/> Strategic Business Planning |
| <input type="checkbox"/> Keynote Speaking (Business/Workforce Related) | <input type="checkbox"/> Facilitating Services (Large/Small Groups) |
| <input type="checkbox"/> Development of Business Plans | <input type="checkbox"/> Negotiation Skills |

Other Topics (Please include below other topics you are qualified to provide services preferably related to business management and workforce development):

ATTACHMENT C
BUDGET INFORMATION

WE Summit – June 8-11, 2020

Name of Presenter: _____

Keynote Speaker Fee: \$ _____

Fee for Workshop: \$ _____

Fee for Facilitating Panel: \$ _____

Travel

Please note below if you will require travel expenses. Travel reimbursements will not exceed the current State travel rates. Reimbursement requests for lodging, airfare, and car rentals will include receipts for actual costs.

Will you require travel expenses: Yes No

For other upcoming events, such as speaking engagements, facilitating services, or workshops, please include your fees below:

Fee for keynote addresses: \$ _____

Fee for workshops sessions: \$ _____

Fee for facilitating panel discussions: \$ _____

Note: If you are an agent responsible for facilitating requests for speakers for special events, you may submit additional information regarding your fees. WFSCB will negotiate the fees with the referral agent or presenter, as appropriate. Negotiations will be based on individuals' qualifications, experience, and reasonableness of costs.

ATTACHMENT D
OTHER ATTACHMENTS

ATTACHMENT E

REFERENCES

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

REFERENCE #1:

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

REFERENCE #2:

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

REFERENCE #3:

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

ATTACHMENT F

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 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