

REQUEST FOR STATEMENT OF QUALIFICATIONS

Issued by



PROGRAM COMPLIANCE & MONITORING SERVICES

RFQ 25-05

Proposals to be submitted to the

Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions)

Issue Date: October 6, 2025, 2:00 pm Central Time

Pre-Proposal Conference Date: October 8, 2025, 10:00 am Central Time

Proposal Due Date: October 24, 2025, 4:00 pm Central Time

Procurement is open and subject to the availability of funds.

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Workforce Solutions is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. Telephone access is available by dialing 711 or you can also call 512.936.0342; (TDD): 1.800.735.2989, Voice 1.800.735.2988.

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 Background

The Coastal Bend Workforce Development Board dba Workforce Solutions Coastal Bend (WFSCB) is a non-profit, tax-exempt organization which oversees workforce development programs in the 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 (DOL) through the Texas Workforce Commission (TWC).

WFSCB serves an eleven (11) county region consisting of the following counties: Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Nueces, Refugio, and San Patricio. Services provided are concentrated at one urban career center located in Corpus Christi. Other career centers are located in Beeville, Alice, Falfurrias, Kingsville, Rockport and Sinton.

The WFSCB Board of Directors is made up of thirty-five (35) volunteer members representing various employment sectors and is supported by the Board professionals, led by the President/Chief Executive Officer. WFSCB's mission is to invest in the area's regional economic success through access to jobs, training, and employer services. To accomplish this mission 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; and
- Provide child care assistance to eligible families for employment and training activities.

Please also see: [WFSCB Strategic Business Plan](#)

1.2 Purpose of Request for Statement of Qualifications (RFQ)

WFSCB is soliciting proposals from entities or individuals ("Respondent") qualified to perform independent program compliance & monitoring services including development of a risk assessment tool, monitoring plan, monitoring program (as part of its monitoring controls), and reporting and resolution process. Written policies and procedures that describe and support the monitoring process must be developed and implemented. Program compliance & monitoring services should satisfy WFSCB's obligations under its contract with the TWC and DOL to ensure compliance.

WFSCB anticipates exploring any viable alternative for providing these services and may decide, after reviewing proposals submitted, not to enter into any agreement.

1.3 Eligible Respondents

Respondents possessing the qualifications, experience, proven demonstrated ability and capacity to successfully perform the services under the terms and conditions of a contract with WFSCB may respond to this RFQ. Respondents may be non-profit entities, private for-profit entities, community-based organizations, or individuals. Historically Underutilized Businesses (HUB), which include minority, disadvantaged, veteran and/or women-owned businesses, are encouraged to apply. Respondents who qualify as HUBs must attach a copy of the certificate issued by the State of Texas as documentation to receive the bonus points.

Respondents that are presently debarred, suspended, proposed for debarment, or declared ineligible by any federal or state funded agencies are not eligible to respond to the RFQ or receive a contract. The monitoring must cover all programs, functions, or activities supported by federal and/or state funds administered by the Agency, and be sufficient to accomplish the following objectives:

- Determine that expenditures have been charged to the cost categories and within the cost limitations specified in the applicable laws and regulations;
- Determine whether or not there is compliance with provisions of applicable laws and regulations, contract provisions, uniform administrative requirements for grants and agreements as promulgated in the circulars or rules of the Office of Management and Budget, and official directives including:
 - U.S. Department of Labor Training and Employment Guidance Letters (TEGLs),
 - U.S. Department of Labor Training and Employment Informational Notices (TEINs),
 - U.S. Department of Health and Human Services Guidance Letters, and
 - Texas Workforce Commission Workforce Development Letters; and
- Provide technical assistance as necessary and appropriate.

Based on availability of funds, WFSB intends to contract with one qualified Respondents based upon their qualifications and the categories of services they are able to provide.

1.4 History

WFSCB is soliciting proposals from interested parties for program compliance & monitoring services of the WFSCB subrecipients/contractors. The programs are provided through one stop full-service centers and affiliated site operated by two (2) contractors, C2GPS and BakerRipley. These organizations are providing the following services, **but not limited to**;

- Child Care Services (CCS) – *Child Care Fund, Child Care Service Industry Recovery, Child Care Local Initiative, Child Care DFPS, Child Care Quality and Texas Rising Star Contracted Slots Pilot Program*
- Workforce Innovation and Opportunity Act (WIOA) – Youth, Adult and Dislocated Worker
- Supplemental Nutrition Assistance Program – Employment and Training (SNAP)
- Temporary Assistance for Needy Families (Choices) to include Noncustodial Parent Choices Program
- Employment Services (ES)
- Rapid Response
- Trade Adjustment Assistance (TAA)
- Adult Education and Literacy (AEL)
- Reemployment Services and Eligibility Assessment (RESEA)
- Vocational Rehabilitation (Summer Earn and Learn, & Student HireAbility Navigator)
- Special Reviews; As WFSCB may be granted additional funding sources through the program year

1.5 Scope of Work

Program monitoring must be performed with the requirements set forth in the TWC Financial Manual for Grants and Contracts in accordance with Texas Administrative Code Title 40, Part 20, Chapter 802, Integrity of the Workforce System. Instances of fraud, waste and illegal acts or indications of such, including all questioned costs must be covered and reported to TWC.

Scope of Work: Services to Be Provided:

- A. One (1) full annual programmatic review is September 1, 2025 through August 31, 2026.
- B. Development of a Programmatic Risk Assessment tool.
- C. Monitoring plan.

- D. Develop monitoring instruments for the reviews.
- E. Work with Board staff to implement the Board's reporting and Audit Resolution process.
- F. Proposer shall submit a proposal schedule / timeline for the annual program compliance & monitoring services.
- G. Determine that expenditures have been made against the proper cost categories and with the cost limitations specified in WIOA and the regulations in 20 CFR Part 683;
- H. Determine whether there is compliance with other provisions of WIOA and the WIOA regulations and other applicable laws and regulations;
- I. Assure compliance with [2 CFR Part 200](#); and
- J. Determine compliance with the nondiscrimination, disability, and equal opportunity requirements of sec. 188 of WIOA, including the Assistive Technology Act of 1998 ([29 U.S.C. 3003](#)).
- K. Successful proposer must conduct entrance and exit interviews with the Board's subrecipients/contractors. At the exit interview, the successful proper will inform the subrecipient/contractor of any finding and recommendations. The successful proposer will report all results to Workforce Solutions Coastal Bend in writing.
- L. Coordinate narrative monitoring reports and corrective action strategies with Chief Financial Officer (CFO) and/or Chief Operating Officer (COO) within thirty (30) calendar days of the review. All reporting shall adhere to the Board's monitoring procedures regarding reporting and Audit resolution. The Board will provide subrecipients/contractors with written reports of the monitors' findings.
- M. Provide follow-up and program compliance & monitoring technical assistance services to assist the WFSCB and its staff.
- N. Conduct the review in accordance with auditing standards issued by the AICPA, auditing standards included in Standards for Audit of Government Organizations, Programs, Activities and Functions issued by the United States General Accounting Office and in other pronouncements having similar generally recognized authority;
- O. Identify instances of noncompliance with federal, state and agency requirements, and provide recommendations for corrective action and program quality enhancements.
- P. Maintain backup files reviewed that include supporting documentation from each review, including notes and working papers, completed monitoring guides, copies of relevant contractor documents, and other appropriate information, to support the monitoring report and any findings contained in the report and provide those files upon request.
- Q. Ensure the confidentiality of data and personally identifiable information throughout the program compliance & monitoring process.
- R. Awardee may use desk, virtual, and on-site reviews to conduct the program compliance & monitoring process. The program compliance & monitoring service review will include but will not be limited to: compliance with all relevant Board, Texas Workforce Commission, and federal, laws, rules, policies, procedures and Board contract provisions. Adherence to the Board subrecipient/contractors own policies and procedures shall also be included in the scope of the program compliance & monitoring services.

Reference:

WIOA Regulations: 20 CFR § 683.400©(1) and 683.410(a)
OMB Uniform Guidance: 2 CFR §§ 200.329 and 200.332(d)
Government Code § 2308.303
TxGMS: "Monitoring and Reporting Program Performance" and "Sub-Grantee Monitoring and Management"
40 TAC § 802.82
Agency Board Agreement Section 19.2 (October 2022)

WFSCB's Chief Financial Officer (CFO) will serve as the principal staff contact. The CFO will schedule reviews and provide initial information about a contract to the monitor. The COO or designee will determine specific areas for review and arrange special reviews as necessary; attend on-site exit conferences with program monitor; receive, review, and send reports to subrecipients/contractors; resolve any findings with subrecipients/contractors.

Scope of Work: Deliverables & Timeline

All monitoring is to be completed no later than August 31, 2026. Respondent will include the deliverables listed below in the timeline:

- Initial meeting with WFSCB staff;
- Development of the Risk Assessment with WFSCB staff;
- Development of a program compliance & monitoring instrument (guide) that meets WFSCB specifications;
- Entrance conference with WFSCB
- Start and end dates for fieldwork at the WFSCB Administrative Office in Corpus Christi, Texas.
- Exit conference with WFSCB
- Submission of the draft reports with findings and recommendations based on supporting fieldwork documentation to the Chief Executive Officer (CEO) and CFO; and
- Submission of the final reports to the WFSCB CEO and CFO. (Working papers and the monitoring guide will remain the property of the WFSCB.)

Scope of Work: Report Specifications

The reports will consist of, but not be limited to, the following elements:

- Scope of review of the engagement;
- Sampling methodology;
- Description of the documentation and systems reviewed;
- Findings, systemic issues, and/or observations for each entity reviewed including identified strengths and weaknesses;
- Identify weaknesses and reasons improvement is needed for each area reviewed;
- Recommendations for identified weaknesses and development of corrective action plans;
- Draft reports will be provided within ten (10) days of the exit conference (a response will be submitted prior to issuance of final report); and
- All related work papers will be delivered to WFSCB upon acceptance of final report.

WFSCB program and Subrecipient/Contractor staff will be available to provide Respondent with requested documents, information, and explanations during the field work.

1.6 Authority

All contracts awarded, as a result, of this RFQ must fully comply with applicable local, state, and federal laws, rules, regulations, and policies governing the provision of these services. Additionally, WFSCB's policies and

plans are available upon request. Respondents are expected and presumed to be knowledgeable of all applicable federal, state, and local laws, rules, regulations, and policies governing the provision of these services.

1.7 Constraints on the Contractor

The contractor will perform all work under the direction of the President/CEO or designee(s). The Contractor must provide a point of contact.

1.8 Legal Concerns

Respondents must disclose whether there are any legal judgments, claims, arbitration proceedings, or suits pending or outstanding against the firm or its officers. If applicable, this information should be immediately disclosed to WFSCB.

1.9 WFSCB Responsibilities

WFSCB will provide the selected contractor with access to all personnel and resources necessary for completion of the work to be performed.

PART 2.0 - CONTRACT INFORMATION

2.1 Award Notification

WFSCB intends to contract with one qualified Respondent based upon qualifications and the categories of services Respondent is able to provide.

2.2 Contract Period and Contract Renewals

The initial contract will be awarded for a period not to exceed twelve (12) months and ending on September 30, 2026. The contract may be renewed for three (3) additional one-year periods beyond the original acceptance award for a total not to exceed four (4) years. The contract renewals are at the discretion of the WFSCB and are based on need, availability of funds, satisfactory performance, and successful contract negotiations.

2.3 Contract Selection and Appeal Process

- I. All proposals considered must be responsive to the RFQ instructions.
- II. WFSCB will base its selection on the Respondent's qualifications & experience, proposed work plan, cost/price information, and demonstrated ability / references.
- III. Any proposal 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 (HUBs).
- V. All Respondents will receive notification of the award status. A Respondent who wishes to appeal the decision will be required to notify WFSCB's President/CEO, in writing, within fifteen (15) days from the date of the notification. 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. Written notification should be sent to:

Mr. Ken Trevino President/CEO
Workforce Solutions Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, TX 78401

2.4 Reassignment

In the event a contractor fails to perform as required, WFSCB reserves the right to terminate a contract early with a failing or non-compliant contractor(s) and sign a contract in whole or in part to another successfully performing contractor(s) obtained through this procurement, subject to successful contract negotiations.

2.5 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.
- Automobile liability insurance in the broad form (applicable if the Contractor uses an automobile whether owned, leased, or non-owned) in conducting its performance under this Contract is required. Automobile insurance must provide \$100,000 liability per occurrence, \$300,000 aggregate liability and \$100,000 property damage. A reasonable deductible is allowable. Contractor shall maintain up-to-date, on file evidence that employees who drive their own automobile in the normal scope of work performed under this Contract possess a valid Texas Driver's License and proof of current liability insurance.
- Errors and Omissions professional liability insurance coverage in the amount of \$1,000,000.
- 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 the insurance coverage, 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.
- Contractor must provide a Certificate of Liability Insurance containing all of the above coverages with WFSCB as a certificate holder.

2.6 Contract for Services

The contract for services will be based on a cost-reimbursement basis and expected written deliverables. Costs will be paid based on the submittal of an invoice with all supporting documentation.

2.7 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. The invoice will be paid within three (3) weeks of receipt of complete and accurate information.

Invoices(s) shall be submitted to the fiscal department via e-mail at: fiscal@workforcesolutionscb.org

2.8 Travel Reimbursement

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, WFSCB 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 3.0 - GOVERNING CONDITIONS AND LIMITATIONS

- 3.1 WFSCB reserves the right to accept or reject any or all proposals submitted.
- 3.2 WFSCB is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- 3.3 The only purpose of this RFQ is to ensure uniform information in the solicitation of proposals for program compliance & monitoring services. This RFQ is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit WFSCB to pay for any costs incurred prior to the execution of any contract or payment agreement unless such costs are specifically authorized in writing by WFSCB. All agreements are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
- 3.4 The intent of this RFQ 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 proposal submitted.
- 3.5 WFSCB reserves the right to award a contract(s) for any services solicited in this RFQ in any quantity WFSCB determines is in its best interest.
- 3.6 WFSCB reserves the right to extend, shorten, increase, or decrease any contract awarded as a result of this RFQ.
- 3.7 WFSCB reserves the right to request additional information, clarification of or explanation for any aspect of an proposal to this RFQ.
- 3.8 Respondents 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 RFQ contact person or designated WFSCB staff. Violation of this instruction will result in immediate rejection of the proposal.
- 3.9 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.
- 3.10 All proposals and their accompanying attachments will become property of WFSCB after submission and

materials will not be returned. In addition, all materials that are produced as a result, of this RFQ become property of WFSCB.

- 3.11 The contents of a successful proposal may become contractual obligations if a contract or payment agreement is awarded. Failure of the Respondent to accept those obligations may result in the cancellation of the proposal for selection. The contents and requirements of this RFQ may be incorporated into any legally binding and duly negotiated contract between WFSCB and the selected Respondent.
- 3.12 WFSCB reserves the right to select and/or contract with more than one Respondent from the proposals submitted.
- 3.13 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 negotiations before reimbursement is made.
- 3.14 Upon award of a contract, Contractor must provide proof of the following required insurance coverages: General Liability Insurance consisting of coverage 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. If the Contractor does not have the required general liability insurance, WFSCB will assess the need for such insurance, on a case-by-case basis. Workers Compensation Insurance will be required for all employees that will be working under a contract with WFSCB. However, if the Contractor 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 provided upon request.
- 3.15 The Respondent must be current in Unemployment Insurance taxes, Payday and Child Care Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas and has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.
- 3.16 The Respondent certifies that the business entity is eligible pursuant to Texas Family Code Section 231.006 to receive the grant and acknowledges that any grant award resulting from this RFQ may be terminated and payment may be withheld if this certification is inaccurate. If a board member, corporate officer, individual, or controlling officer of the awardees' fiscal agent is more than thirty (30) days in arrears in payment of an obligation of child support, the awardee acknowledges that payments under the grant award resulting from this RFQ may be suspended and/or the contract cancelled.
- 3.17 Prohibited Technologies: In accordance with the Governor's directive, all individuals joining meetings virtually or visiting WFSCB facilities in person, must adhere to the required Model Security Plan for Prohibited Technologies that seeks to protect the State's sensitive information and critical infrastructure from technology that poses a threat to the State of Texas. Prohibited devices may include cellular telephones, laptops, tablets, desktop computers, and other devices capable of internet connectivity. For a complete list of prohibited devices and apps please reference: <https://dir.texas.gov/information-security/prohibited-technologies>.
- 3.18 Cyber Security: Contractor's cyber security standards will adhere to the Texas DIR standard, NIST 800.53 Version 5, TWC WD Letters and including but are not limited to Texas Government Code 2054.077.
- 3.19 WFSCB is an Equal Opportunity Employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws. Each Respondent that submits a proposal 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 applicant 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 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 – PROCUREMENT SCHEDULE

4.1 Procurement Schedule

Title	RFQ for Program Compliance & Monitoring Services
Number	RFQ 25-05
Issue Date	October 6, 2025 @ 2:00 pm
Pre-Proposal Conference	October 8, 2025 @ 10:00 am
Period for Submittal of Written Questions	October 6-10, 2025 by 5:00 pm
Questions & Electronic Proposal Submission	Nelda.Rios@workforcesolutionscb.org
Posting of Questions & Answers	October 14, 2025 by 5:00 pm
WFSCB Website Procurement Opportunities Page	https://www.workforcesolutionscb.org/about-us/procurement-opportunities/
Proposal Submission Due Date & Time	October 24, 2025 by 4:00 pm
Paper Submission of Proposal	Nelda Rios, Contracts and Procurement Specialist Workforce Solutions Coastal Bend 400 Mann Street, Suite 800 Corpus Christi, TX 78401
Proposal Evaluation Period	October 27-31, 2025
Projected Notifications of Award & Non-Selection	November 12, 2025
Projected Contract Start Date	December 1, 2025

All times indicated above are Central Time and dates are subject to change. Respondents shall be responsible for monitoring the Procurement Opportunities page of WFSCB's website for any updates pertaining to this solicitation. WFSCB will not be held responsible for any further communication beyond updating the website.

4.2 Pre-Proposal Conference

A Pre-Proposal Conference to explain or clarify the RFQ and to answer questions will be held on October 8, 2025 at 10:00 am. Attendance at this conference is not mandatory, but strongly recommended. The Pre-Proposal Conference will be held at WFSCB's Administrative Office, 00 Mann Street, Suite 800, Corpus Christi, Texas 78401, Main Conference Room. Parties unable to attend in person may participate virtually from a computer, tablet or smart phone via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83813508479?pwd=aTqfCKljZS1pbQE0kQ8FxzI4bm5gVT.1&jst=1>

US Toll-Free Call In: 888 475 4499

Meeting ID: 838 1350 8479

Passcode: 949730

Questions regarding the solicitation must be submitted in writing to Nelda Rios, Contracts and Procurement Specialist either via fax 361.885.3057 or email by 5:00 pm on October 10, 2025. A copy of all questions submitted and WFSCB's response to the questions will be posted on the Procurement Opportunities page of WFSCB's website by 5:00 pm on October 14, 2025.

WFSCB reserves the right to modify these dates. Notice of any date changes will be posted to WFSCB's website.

5.0 – PROPOSAL SUBMISSION REQUIREMENTS

5.1 Administrative Guidance

The information provided herein is intended to assist Respondents in the preparation of proposals necessary to properly respond to this RFQ but is not intended to limit a submission's content or to exclude any relevant or essential data there from. Respondents are at liberty and encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this RFQ.

5.2 Process Description

The proposal process is close-ended and proposals will be accepted through October 24, 2025 until 4:00 pm Central Time. After a proposal is received, it will be reviewed for responsiveness. Proposals determined to be responsive will be forwarded to a committee for evaluation and scoring. This is a competitive procurement utilizing the RFQ method and as such, award does not have to be given to the lowest priced proposal, but rather to the Respondent submitting the most responsive proposal satisfying WFSCB's criteria at a reasonable cost.

Unless a contract is executed, WFSCB is under no obligation to provide funding under this Proposal process.

5.3 Proposal Outline

Using the provided Response Document, proposals should be prepared in a concise manner. Clarity of content and completeness are essential. Pertinent supplemental documentation should be included and listed in the table of contents. Proposals must be typed with pages sequentially numbered and submitted as a single PDF file and contain the following sections and in this order:

- Cover Page
- Table of Contents with page numbers
- Profile & Certification
- Qualifications & Experience
- Proposed Work Plan
- Resumes and Other Supporting Information

- Cost/Price Information
- Demonstrated Ability/References
- Certifications & Assurances: Respondent must complete, sign/date, and submit the following certifications:
 - Attachment A: Certifications Regarding Lobbying, Debarment, Drug-Free Workplace, etc.
 - Attachment B: Texas Corporate Franchise Tax Certification
 - Attachment C: State Assessment Certification
 - Attachment D: Disclosure of Interest
 - Attachment E: Orientation to Complaint Procedures for Service Providers
 - Attachment F: Undocumented Workers Certification

Failure to provide written response to items indicated in this RFQ will be interpreted by WFSCB as an inability by the Contractor to provide the requested product, service, or function.

5.4 Proposal Format

Proposals may be submitted either in paper or electronically. If submitting in paper, Respondent must submit an original version with all executed forms and certificates with original signatures **and** one (1) electronic version transmitted via e-mail. If the PDF file size is too large to transmit via email, Respondent may email a link which allows for the download of the proposal. The electronic version must contain all required e-signatures. Any differences between the original paper version and the electronic version are at the liability of the Respondent. Failure to submit the items stated under this Section and Part 5.0, Proposal Submission Requirements, will be ruled unresponsive to the specifications and will not be considered under this procurement.

Please send the electronic version via e-mail to nelda.rios@workforcesolutionscb.org.

Faxed or late proposals will be ineligible and **not** accepted for consideration.

It is the responsibility of the Respondent to ensure that the proposal is received in WFSCB offices by the designated due date and time. WFSCB assumes no responsibility for delays caused by postage, mail courier deliveries, or any other form of delivery.

5.5 Restrictions on Communication

Respondent, or any agent or representative of Respondent shall not undertake any activities or actions to promote or advertise their qualifications or submissions to any member of WFSCB, WFSCB's Board of Directors, WFSCB's CEO Council or their respective staff persons, at any time between the date of release of the RFQ and the date of award of a contract by WFSCB. This restriction extends to "thank you" letters, telephone calls, emails, text messages and any contact that results in the direct or indirect discussion of the RFQ and/or proposal submitted by Respondent. Violation of this provision by Respondent or any agent of Respondent may lead to disqualification of the proposal from consideration.

PART 6.0 – PROPOSAL EVALUATION AND SELECTION PROCESS

6.1 Evaluation Process

Proposals will first be screened to determine if they are responsive. For proposals to be considered responsive and advance to the evaluation phase, the following requirements must be met:

1. The proposal must have been submitted by the RFQ deadline.
2. Electronic submissions must be a single PDF file and contain e-signatures.
3. If submitting in paper format, all forms that require execution must contain original wet signatures. Respondent

must also provide an electronic version as a single PDF file to be transmitted via e-mail.

4. The proposal must be for the specific services requested and described in the RFQ.
5. The proposal must be submitted in the outline and order described in the RFQ.
6. If requested, copies of resumes, licenses and/or certificates must be included.

Proposals not meeting the above requirements or with an average final score of 69 points or less will be treated as non-responsive and disqualified from further consideration. Proposals meeting the above requirements and receiving an average final score of 70 points or more are not guaranteed an award.

WFSCB may use Board members, staff members, independent evaluators, or a combination of all to evaluate and rank proposals.

WFSCB will base its selection on qualifications & experience, proposed work plan, cost/price information, and demonstrated ability/references. Respondents may earn additional points if they are currently certified as a HUB by the State of Texas Comptroller of Public Accounts.

After evaluation, an award may be made on the basis of the evaluation and ranking without discussion, clarification, or modification, or WFSCB may enter into negotiations with qualified Respondents.

The WFSCB will make a good faith effort to award contracts to HUBs.

6.2 Evaluation Criteria and Scoring

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

Qualifications & Experience (Value 40 points)

This criterion measures Respondent's educational credentials, industry credentials, and types of services provided. Response should provide all key personnel and their knowledge of and experience with:

- Workforce Boards and requirements of TWC's FMGC.
- Experience in monitoring federal and state programs.
- Ability, knowledge, and skills to produce and maintain supportive documentation that identifies deficiencies and concerns.

Proposed Work Plan (Value 40 points)

This criterion measures Respondent's clear understanding of the work to be performed, comprehensiveness of the Work Plan, quality of and approach to service delivery, realistic time estimates of each major segment of the Work Plan, and the estimated number of hours for each staff level assigned.

The proposed Work Plan should include a timeline with a description of specific tasks for delivery of services and the availability of qualified, adequate staff to perform the desired tasks to meet deadlines.

Cost / Price Information (no points but considered for reasonableness)

This criterion evaluates the proposed budget for reasonableness of cost, clarity in identifying and explaining costs, minimization of operating costs and the overall competitiveness of costs. The proposed budget should include the hourly rates and number of hours proposed to complete scope of services.

Demonstrated Ability / References (Value 20 points)

This criterion is a measure of Respondent's prior experience in related projects and in their ability to provide similar services. Respondent should list five (5) references for whom program compliance & monitoring services were provided within the last five (5) years. References will be verified and points will be awarded as follows:

- Five distinct, quality references provided (1 point each for a possible total of 5 points).
- Number of Responses (1 point each for a possible total of 5 points): For example, if only two of your references respond, you will receive 2 points in this sub-category. A response received after the requested due date and time will be considered as a non-response.
- Quality of Responses (up to 10 points): Positive and informative responses that demonstrate ability.

HUB Certification (Value 5 points)

Historically Under-Utilized Business (HUB) as certified by the State of Texas. To earn points, the Respondent must provide a current copy of the certification.

Total Maximum Points 105

6.3 Oral Presentations/Interviews

Respondents may be required to provide an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.

Interviews are optional and may or may not be conducted. If an interview is conducted, it is essential that key staff assigned to the proposed work, as well as other key representatives, be present at and participate in the interview.

PART 7.0 – PROPOSAL FORMS AND ATTACHMENTS as follows

PROFILE & CERTIFICATION

1. Legal name of Respondent entity:
2. Assumed names under which Respondent has operated:
3. Physical Address:
4. Mailing Address:
5. Name of Primary Contact: *should be an individual authorized to make representations on behalf of Respondent.*
6. Title of Primary Contact:
7. Telephone Number of Primary Contact:
8. Email Address of Primary Contact:
9. Tax / Legal Status of Entity (*e.g. corporation, LLC, LP, GP, LLP, association, sole proprietor*):
10. Is Respondent registered with the State of Texas as a Historically Underutilized Business (HUB)? If yes, please provide HUB Certification Number and include a copy of certification as part of this Response Document.

By signing below I hereby certify the following:

Acceptance of the terms and conditions of this RFQ.

Proposal will remain in effect until a contract has been finalized and a purchase order has been issued by WFSCB to the awarded contractor.

Respondent currently has the required insurance coverages or upon award of the contract will purchase and provide a Certificate of Liability Insurance within ten (10) business days of contract execution.

That the information in this proposal and all attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this entity. I certify that no employee, board member, or agent of WFSCB has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the RFQ and that this entity will comply with the procurement standards applicable under this RFQ, and any other applicable local, state, and federal regulations, policies, and directives.

I certify that I am legally authorized to sign and submit this proposal on behalf of said entity.

Name of Certifying Person

Title of Certifying Person

Signature of Certifying Person

Date

QUALIFICATIONS & EXPERIENCE

Please provide the following information:

1. Describe your understanding of the scope of work and why you are qualified to deliver the requested services.
2. Briefly describe your organizational structure and attach a copy of your current organizational chart.
3. How many full-time, permanent employees are in your organization?
4. How many full-time, permanent employees will be assigned to this project?
5. How many principals of your organization will be assigned to this project?
6. For each key personnel member who will be involved in service delivery, Project Managers and staff for administrative activities, please provide the following:
 - a. Name
 - b. Job Title
 - c. Background
 - d. Expertise in Area of Assignment / Experience on Project
 - e. Resume and/or Job Description
 - f. Educational Credentials
 - g. Licenses and/or Certifications
 - h. Experience
7. Describe organization's program compliance & monitoring experience in the following areas:
 - a. Risk Assessment
 - b. Cost Analysis
 - c. Contract Negotiations
 - d. Program Compliance Policies & Procedures
 - e. Shared Facility Agreements
 - f. Memoranda of Understanding
 - g. Desk Reviews
 - h. Program Compliance & Monitoring Reporting
 - i. Program Compliance & Monitoring Resolution
8. Describe knowledge of the workforce system used by workforce development boards.
9. Describe knowledge of risk analysis, desk and onsite review, statistical sampling, and other monitoring techniques and strategies.
10. Describe your process to monitoring services for each of the following, please indicate which will be in-person, and which, if any, will be virtual:
 - a. Establishment of engagement
 - b. Development of risk assessment and monitoring instruments
 - c. Desk Review
 - d. Document Request and Field Confirmation Date
 - e. Entrance Conference
 - f. Fieldwork
 - g. Exit Conference
 - h. Draft Report

- i. Final Report
- j. Follow Up Report (if applicable)

11. What methods are used for keeping up with industry trends and knowledge.
12. A statement of availability specifying timeframes when the organization would be available to perform services.
13. Affirmative action plan, if applicable. If there is no formal plan, please provide your organization's statement adhering to affirmative action.
14. If subcontractors are to be used, provide evidence of their demonstrated effectiveness. If subcontractors cannot be identified at this time, and are proposed to be used, submit the qualifications that will be required of subcontractors.
15. Has Respondent ever been debarred, or otherwise declared ineligible by any public agency from bidding or providing services?
16. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against Respondent or its officers?
17. Has Respondent or its officers filed or been involved in any lawsuits or requested arbitration with regard to professional development training within the last sixty (60) months?
18. Within the last sixty (60) months, has any officer or principal of Respondent entity ever been an officer or principal of another entity when it failed to complete a contract?

PROPOSED WORK PLAN

Please provide a narrative on your approach and methodology for the delivery of services proposed to be provided. The methodology should clearly address services requested according to the requirements in this RFQ and should emphasize the extent to which the proposed plan of work relates to the desired outcomes.

The proposed Work Plan should include a detailed timeline of tasks for delivery of services and document the description of the area to be monitored, dates, number of hours, and the qualified staff assigned to perform the tasks to meet the deadlines. The number of hours must agree with the number of hours specified in the proposed budget.

RESUMES AND OTHER RESPONSE DOCUMENTS

COST / PRICE INFORMATION

This criterion evaluates the proposed budget for reasonableness of cost, clarity in identifying and explaining costs, minimization of operating costs and the overall competitiveness of costs. Please provide a line-item budget which aligns with the staff assignments and proposed Work Plan and includes the following:

Categories of staff, if applicable;
Total estimated hours by category of staff;
Per hour fee charged for each category of staff;
Total estimated staff fees for year one;
Estimated direct costs incurred for reasonable and necessary travel;
Report preparation; and
Any other related expenses (please explain)

☐ Respondent has read and understands that WFSCB's policy regarding reimbursement for travel will follow the State Coordination of Travel Rule and the GSA's federal domestic maximum per diem rates as described in section 2.8 - Travel Reimbursement on page 10 of this RFQ.

DEMONSTRATED ABILITY / REFERENCES

Please furnish five (5) distinct references for whom program compliance & monitoring services were provided within the last five (5) years. As a part of the evaluation process, WFSCB will be contacting these references. If references fail to respond by the requested due date and time, points awarded in this category will be negatively impacted.

Reference #1

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Was Contract with a Workforce Board?

Contract Term (start & end dates):

Contract Amount: \$

Were services provided within cost and time constraints?

Reference #2

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Was Contract with a Workforce Board?

Contract Term (start & end dates):

Contract Amount: \$

Were services provided within cost and time constraints?

Reference #3

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Was Contract with a Workforce Board?

Contract Term (start & end dates):

Contract Amount: \$

Were services provided within cost and time constraints?

Reference #4

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Was Contract with a Workforce Board?

Contract Term (start & end dates):

Contract Amount: \$

Were services provided within cost and time constraints?

Reference #5

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Was Contract with a Workforce Board?

Contract Term (start & end dates):

Contract Amount: \$

Were services provided within cost and time constraints?

ATTACHMENT A

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 of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT B

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations 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 of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT C

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 of Certifying Person

Title of Certifying Person

Signature of Certifying Person

Date

ATTACHMENT D

Coastal Bend Workforce Development Board

DISCLOSURE OF INTEREST

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

FIRM NAME: _____

P.O.BOX: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

FIRM IS:

1. Corporation ☐ 2. Partnership ☐ 3. Sole Owner ☐ 4. Association ☐ 5. Other ☐ _____

DISCLOSURE QUESTIONS

If additional space is necessary, please attach separate sheet.

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

Name

Job Title and Section (if known)

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

Name

Title

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

Name	Board, Commission, or Committee
_____	_____
_____	_____

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

Name	Title
_____	_____
_____	_____

CERTIFICATE

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

Name of Certifying Person

Title of Certifying Person

Signature of Certifying Person

Date

ATTACHMENT E

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- Imelda Trevino
400 Mann Street, Suite 800
Corpus Christi, Texas 78401
Telephone: (361) 885-3059

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) 463-2400; (TDD): 1-800-RELAY TX, Voice 1-800-RELAY VV.

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:

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT F

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.

Name of Certifying Person

Title of Certifying Person

Signature of Certifying Person

Date