



TO: Interested Parties


FROM: Terry Campbell / Finance Director

SUBJECT: REQUEST FOR APPLICATIONS (RFA) FOR CONSULTING & TECHNICAL WRITING SERVICES

Workforce Solutions Deep East Texas (WFSDET), is soliciting applications from a qualified individual, or firms to provide specialized consulting services. These consulting and technical writing services will assist staff throughout the program year on an as-needed-basis.

Any applicant responding to this RFA must have a minimum of five (5) years' experience in the subject matter indicated.

All inquiries should be directed to Terry Campbell, at phone number: (936) 639-8898 or tcampbell@detwork.org . Mailed, hand delivered, or emailed via PDF file responses are acceptable.

Workforce Solutions Deep East Texas a Proud Partner of the  AmericanJobCenter Network is an Equal Opportunity Employer/Program. Auxiliary aid 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).

REQUEST FOR APPLICATIONS

17-364

Issued by




For
Consulting
&
Technical Writing Services

Applications to be submitted to:
Workforce Solutions of Deep East Texas
415 South First Street STE 110B Lufkin, TX 75901

Issue Date: October 1, 2017

Application Period: October 1, 2017 to September 30, 2018

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Workforce Solutions - Deep East Texas Request for Application(RFA)

The Deep East Texas Local Workforce Development Board, Inc. (d.b.a. Workforce Solutions of Deep East Texas) in Lufkin, Texas will receive applications for Consulting and Technical Writing Services which will assist Board staff in addressing day-to-day operational issues.

Background Information

The Deep East Texas Local Workforce Development Board is a volunteer Board made up of 30 members representing various employment sectors in a 12-county area. The Board manages approximately 14-million dollars in workforce development programs, which are administered through Workforce Centers, and a child care call center, performing workforce development activities for area businesses and residents. The primary responsibility of the Board is to provide policy, program guidance, and evaluation of workforce development programs and services that affect area employers, residents and job seekers.

The 12-county area served by Workforce Solutions Deep East Texas includes: Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, and Tyler counties.

Eligible Applicants

Private-for-profit corporations, community-based organizations (CBO), private non-profit organizations, or individuals which have the education and demonstrated ability to perform the requested services and meet the RFA requirements.

Purpose of the Procurement

The purpose of this Consulting and Technical Writing RFA is to solicit applications from individuals or firms which have the demonstrated ability to deliver a service.

Parties wishing to apply should review and complete the application. Applicants are requested to indicate which areas they are interested in providing consulting services.

The following areas of expertise are being solicited by the Board. You must have a minimum of five (5) years' experience in the subject matter:

- Development of Operational & Programmatic Policies and Procedures
- Programmatic Monitoring
- Fiscal Monitoring and Policy Development
- Fiscal and Operational Pre-Award Survey
- Mystery Shopper Review/Survey/Interviews
- Workforce Systems Review
- Data Analysis & Verification
- Business Services Development

Grant Writing
General Technical Writing
Proposal Reading
Staff Training & Development
Small Business Services
Human Resources
Contract Negotiations
Economic Analysis & Labor Studies
General Consulting
Keynote Speaking Services
General Facilitation
Outreach Surveys
Internship Activities
DVD, HDV, Video Film recording and/or related electronic tasks
Video and Photograph capabilities
Youth Services (ages 14-17, or 18-24)
Other Services (specify services)

The application process is open for 1 year so that potential applicants may submit an application at any time during the allowed time of October 1, 2017 to September 30, 2018. Applications that have been evaluated, deemed responsive, and accepted will be added to Board's Consulting Vendors List. Applicants may be engaged by the Board on an as needed-basis for a period not to exceed twelve (12) months beyond application acceptance/award and ending September 30, 2018.

Questions about the RFA may be sent via mail or email to: Terry Campbell at tcampbell@detwork.org .

Submission of Applications

Applications shall be submitted to:

Workforce Solutions Deep East Texas
Attn: Terry Campbell Finance Director
415 South First Street STE 110B, Lufkin, TX 75901
Fax# (936) 633-7941

Submit one original, signed copy of the application forms. In order to expedite the review process, you may submit an additional PDF copy via email to tcampbell@detwork.org. This electronic copy must indicate all signatures required.

Application Selection Process

1. All applications considered must be responsive to the RFA instructions.
2. Workforce Solutions will base its selection on responsiveness to the RFA, education, experience, demonstrated ability, availability, and cost.
3. Any applicant receiving a score of less than "70" will be declared non-eligible.
4. Workforce Solutions Deep East Texas will make a good faith effort to award contracts to Historically Underutilized Businesses (HUB's).
5. All applicants will receive notification of application approval or denial.
6. An applicant who wishes to protest the decision will be required to notify the Executive Director, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and any desired remedies of action. Workforce Solutions Deep East Texas reserves the right to determine whether the protest is valid and merits further consideration. Decisions of the Executive Director are final.

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.

Education Value 10 points

This measure addresses the applicant's educational credentials and analytical capacity.

Experience

Value 30 points

This criterion examines the knowledge and skills of the applicant which have been derived from actual work experiences within the workforce development field and the requirement of five (5) years of relevant prior experience.

Demonstrated Ability

Value 30 points

This criterion is a measure of the applicants past ability to deliver similar services.

Availability

Value 10 points

This evaluation measure indicates the applicant's ability to respond within a timely manner for the requested services.

Cost

Value 10 points

This measure evaluates the costs of the services to see if there are within the market rate for such services.

HUB

Value 5 points

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

RFA Conditions

1. WFSDET reserves the right to accept or reject any or all applications submitted.
2. WFSDET is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
3. This RFA does not commit WFSDET to pay for any cost incurred prior to the execution of any contract. All contracts 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. WFSDET is under no legal requirement to execute a contract from any application submitted.
5. Applicants shall not make offers of gratuities or favors, to any officer, employee, Board member of WFSDET, or any subcontractor employees of WFSDET.
6. Contact for technical assistance is allowed with the RFA contact person. Violation of this instruction will result in immediate rejection of the application.
7. WFSDET specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of WFSDET.
8. All applications and their accompanying attachments will become property of the WFSDET after submission and materials will not be returned. In addition, all materials that are produced as a result of this RFA become property of WFSDET.
9. All contents submitted for this RFA may become contractual obligations, if a contract 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 WFSDET and the selected applicant(s).
10. WFSDET reserves the right to select and/or contract with more than one applicant from the applications submitted.
11. It is understood that any contract resulting from this RFA is an independent contractor and is not an employee of WFSDET.
12. WFSDET is an Equal Opportunity Employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws. As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA (Workforce Innovation and Opportunity Act), the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Executive Order 11246 of September 24, 1965 titled “Equal Employment Opportunity”, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR 30);
- 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, and the Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities;
- Age Discrimination Act of 1974, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse;
- Comprehensive Alcohol and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
- Sections 523 and 527 of the Public Health Service Act of 1912, as amended, relating to confidentiality of alcohol and drug abuse patient records; and
- Title VIII of the Civil Rights Act of 1968, as amended, relating to nondiscrimination in the sale, rental, or financing of housing; and
- Non-Traditional Employment for Women Act of 1991, as amended.

The recipient also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above or other nondiscrimination statute(s) which may apply. This assurance applies to the recipient’s operation of the WIOA Title I-financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I-financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

**APPLICATION
FOR
CONSULTING & TECHNICAL WRITING SERVICES**

Name of Individual Responding: _____

Name of Firm (if applicable): _____

Mailing Address: _____

City/State/Zip: _____ Telephone: _____ Fax: _____

Email Address: _____

Services you are qualified to provide _____

How many years has your firm provided these and similar services? _____

What are your qualifications, education, experience?

Cost per hour/per day for services rendered (Travel and hotel arrangements will be made separately and reimbursed at cost.) _____

When are you available to perform services? _____

Is your firm registered with the state General Services Commission as a HUB? If your response is YES, please include in your bid response the certificate from the State.

Please submit a resume which indicates your expertise in these fields. Also, include resumes of staff providing services. If selected, references will be checked and verified prior to contracting for services.

SIGNATURE

Name and Title of Applicant: _____

Signature of Applicant: _____

Date Application Form Submitted: _____

Responses should be mailed, e-mailed, or hand delivered to:
Workforce Solutions of Deep East Texas
Attention: Terry Campbell
415 South First Street STE 110B, Lufkin, TX 75901
Phone# (936) 639-8898

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

SECTION 1 - 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 Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies that:

- 1.1 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 grant award, grant, loan or cooperative agreement.
- 1.2 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 grant award, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 1.3 The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grant awards, sub grants, and grant awards under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

SECTION 2 - 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 Part 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that neither it nor its principals:

- 2.1 Are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any federal department or Agency.

- 2.2 Have not within a three-year period preceding this grant award 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 grant award 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;
- 2.3 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
- 2.4 Have not within a three-year period preceding this grant award had one or more public transactions terminated for cause or default.

SECTION 3 - Drug-Free Workplace:

This certification is required by the Federal Regulations, implementing Sections 51515160 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 Part 85), and Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it shall provide a drug-free workplace by:

- 3.1 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;
- 3.2 Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Board'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;
- 3.3 Providing each employee with a copy of the policy statement;
- 3.4 Notifying the employees in the policy statement that as a condition of employment under this grant award, employees shall abide by the terms of the policy statement and notifying the employer in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- 3.5 Notifying the Agency within ten days of receipt of a notice of a conviction of an employee; and
- 3.6 Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requiring such employee to participate in a drug abuse assistance or rehabilitation program.

ATTACHMENT C

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

By state law (Texas Business Organization Codes), 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 authorized on Form 2031, Corporate Board of Directors Resolution to sign the contract for the corporation.

The contractor executing this contract herein certifies that the following indicated statement is true and correct and that the contractor understands that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

_____ Not applicable. Contractor is not a corporation.

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 tax payments to the State of Texas.

STATE ASSESSMENT CERTIFICATION

The authorized representative of the corporation contracting herein by executing this contract 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:

_____ The corporation 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.

_____ The Corporation has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Name of Organization

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Deep East Texas Workforce Development Board
DISCLOSURE OF INTEREST

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

Firm Name: _____
Address: _____ State: _____ Zip Code: _____

FIRM IS: 1. [] Corporation 2. [] Partnership 3. [] Sole Owner 4. [] Association 5. [] Other

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

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

Table with 2 columns: Name, Job Title and Section. Includes four horizontal lines for data entry.

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

Table with 2 columns: Name, Title. Includes four horizontal lines for data entry.

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

Name	Board, Commission or Committee
_____	_____
_____	_____
_____	_____
_____	_____

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

Name	Consultant
_____	_____
_____	_____
_____	_____
_____	_____

CERTIFICATE

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

 Certifying Person

 Title

 Signature of Certifying Person

 Date

TEXAS CERTIFICATION OF PUBLIC SUBSIDY RESTRICTION

“Pursuant to Texas Government Code §2264.051, a business that applies to receive a public subsidy¹ from a state agency shall certify that the business, or a branch, division, or department of the business does not and will not knowingly employ an undocumented worker² as defined in Texas Government Code, §2264.001(4).”

“The undersigned authorized representative of the entity making the offer or application herein understands and certifies that:

- the following indicated statement is true and correct;
- making a false statement is a material breach of contract and grounds for contract cancellation; and
- if, after receiving a public subsidy, the entity is convicted of a violation under 8 United States Code §1324a (f) (relating to the unlawful employment of undocumented workers) the entity shall repay the amount of the public subsidy with interest, at the rate provided under the contract issued pursuant to this offer or application, within 120 days of receiving the notice of violation.”

Signature of the person authorized to make this agreement

Date signed

Printed Name

Title/Position

Be aware that, in the event that a business grantee is found in violation of 8 U.S.C. §1324a(f), consistent with the requirements of Texas Government Code §2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney’s fees.

REFERENCE:

United States Code, Chapter 8, §1324 Texas Finance Code §304

Texas Government Code §2251

Texas Government Code §2264 (House Bill 1196, 80th Legislature, Regular Session (2007))

1

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.

2

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.