



115 E. Travis, Suite 220
San Antonio, Texas 78205
Voice (210) 272-3260

**Request for Application
For
Professional Development Training to Child Care Providers**

OPEN PROCUREMENT

Release Date: September 8, 2016

Procurement is open and subject to the availability of funds.

RFA link:

www.workforcesolutionsalamo.org

Workforce Solutions Alamo is an equal opportunity employer / program
Auxiliary aids and services are available upon request for individuals with 48 hour notice.

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PART 1.0 – GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR APPLICATION (RFA)

Workforce Solutions Alamo (WSA) is seeking applications from professional, qualified individuals, institutions, and organizations to provide specialized professional training to the region's child care providers. The training provided will promote the professional development needs of child care providers throughout the program year on an as needed-basis.

The application process will be open-ended so that potential Applicants may submit an application anytime during the fiscal year and/or to amend their current application. However, to be considered for the following fiscal year, Applicants must submit a new application for consideration.

Applicants will need to provide specific information on the training topics to be delivered in the requested general areas. Any Applicant responding to this RFA must have a minimum of 3 (three) years of work experience in the areas of education and training instruction in child care.

1.2 BACKGROUND

The Alamo Workforce Development, Inc., d/b/a Workforce Solutions Alamo (WSA) is incorporated as a private, non-profit organization in the State of Texas and maintains a federal tax exemption status as a 501(c)3 organization. WSA is governed by a 25 member Board of Directors appointed by the Chief Elected Officials (CEOs) of the AWDA, which consists of the City of San Antonio and the 12 counties of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, and Wilson.

1.3 ELIGIBLE APPLICANTS

Individuals or organizations possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with WSA may respond to this RFA. Eligible organizations 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.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible to respond to this RFA or receive a contract.

1.4 SERVICES SOLICITED

Description of Services – Approved trainers will provide specialized professional development training activities for child care providers located in the AWDA. The training activities will be held at facilities located in the City of San Antonio (Bexar County). In the event the training activities are moved to a different location within the AWDA, an advance notice will be provided.

Professional Development Training Activities – WSA expects the delivery of education and training activities to be conducted in training workshop style classes to approximately 25 to 40 participants per session, and single training conference sessions, of up to 200 participants. Specific number of participants for each training session will be set with each selected trainer at the time of acceptance of the proposed trainings.

Service Specifications– For each proposed training topic include the following information by completing Attachment C, "Cost/Price Information" for each course proposed:

- a) Course Description: Provide a brief description of the course and include a syllabus of the course objectives and list the core competencies to be achieved by the participants.
- b) Length of Training: Specify the length of each training session per topic. Throughout training, we expect to offer participants training workshops that are individual and series-based. For individual weekend trainings, we would like to offer training sessions that are 4 to 8 hours in length. For individual weeknight trainings, we would like to offer trainings from 2 to 3 hours in length (can be individual or series-based). Additionally, please indicate in your course syllabus (per each topic) the length of your presentation and if it can be shortened and/or extended to meet our time frames.
- c) Participant Information: Please provide for each topic, information on who may attend and benefit from this course, e.g., infant/toddler caregivers, early childhood providers, after school caregivers, etc. Also, include the number of participants recommended for each course.
- d) Level of Practice of Participants: If appropriate, specify the level of training such as; Beginner, Intermediate, and Advance.
- e) Course Certification: Provide information on the number of Continuing Professional Education (CPE) Units or clock hours participants may receive for completion of course requirements.
- f) Cost Per Training – Provide the cost per training course. A comparative cost/price analysis will be performed to verify market price/costs. The cost analysis will ensure a reasonableness value will be determined for proposed services.
- g) Course Handouts: Calculate the cost associated with course handouts using \$0.035 per page times the number of pages.

Trainer Resume: Include current resume(s) for each of the proposed instructor(s).

Trainer Certification: If applicable, include a copy of the Texas Early Childhood Professional Development System Trainer Registry Orientation certificate and/or Trainer Registry certification. If there are multiple trainers, please submit the appropriate certifications for each one of them.

References - Include three (3) distinct references from most recent customers, within the last five (5) years that have direct knowledge of your training qualifications and your ability to teach. References will be verified. Reference information should be provided in Attachment J.

PART 2.0–GOVERNING PROVISIONS AND LIMITATIONS

Failure to comply with any of the following provisions may cause an application to be disqualified and rejected from consideration.

1. Application, if accepted, will become the basis for the contract scope of work.
2. Applicants must submit a comprehensive application for all services solicited. Any application that is not comprehensive will be deemed non-responsive.
3. A response to this RFA does not commit WSA to a purchase agreement or contract, or to pay any costs incurred in the preparation of such a response.
4. The only purpose of this RFA is to ensure uniform information in the solicitation. This RFA is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit WSA to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WSA.
5. WSA reserves the right to accept or reject any or all applications received, to cancel or reissue this RFA in part, or its entirety.
6. WSA reserves the right to award a contract(s) for any services solicited in this RFA in any quantity WSA determines is in its best interests.
7. WSA reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFA.

8. WSA reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFA.
9. WSA reserves the right to waive any defect in this procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. WSA will provide notifications of any changes in this RFA to all Applicants recorded in the WSA official distribution log and receipts record as having requested or received a copy of this RFA.
10. WSA reserves the right to negotiate the Best and Final Offer terms of any and all contracts or agreements with selected Applicants and any such terms negotiated as a result of this RFA may be renegotiated and/or amended in order to successfully meet the needs of WSA.
11. WSA reserves the right to contact any individual, agency, employer or granting agencies listed in an application, contact others who may have experience and/or knowledge of the Applicant's relevant performance and/or qualifications; and to request additional information from any and all Applicants.
12. WSA reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFA if adequate funding is not received by WSA from TWC or other funding sources or due to legislative changes.
13. Applicants shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, proposal evaluator, or agent of WSA or elected official for purposes of having an influencing effect on this procurement.
14. Applicants shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, proposal evaluator, or agent of WSA or elected official for purposes of having an influencing effect on this procurement.
15. No officer, board member, employee, proposal evaluator, or agent of WSA shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
16. Applicants shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause the application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
17. The contents of a successful application will become a contractual obligation if selected for the award of a contract. Failure of an Applicant to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful Applicant as a basis for release from proposed services at the stated price/cost. Any damages accruing to WSA as a result of a successful Applicant's failure to contract with WSA may be recovered from the Applicant.
18. A contract with a selected Applicant may be withheld, at the sole discretion of WSA, if issues of contract or questions of non-compliance issues exist, until such issues are satisfactorily resolved. WSA may withdraw the award of a contract if the resolution is not satisfactory to WSA.
19. WSA is exempt by law from paying State Sales Tax and Federal Excise Tax.
20. Upon award of a contract, Applicant 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 Applicant does not have the required general liability insurance, WSA 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 WSA. However, if the Applicant meets the definition of "**Independent Contractor**", as defined by the State of Texas, the Applicant must sign a waiver agreeing to this independent relationship. The waiver form can be provided upon request.

PART 3.0 - SUBMISSION INFORMATION

3.1 SUBMISSION OF APPLICATION

Applications shall be submitted in person or by mail to the following address:

**Workforce Solutions Alamo
115 E. Travis, Suite 220
San Antonio, Texas 78205
RE: RFA Professional Development Training for Child Care Providers
ATTN: Venessa Miller**

Applications may also be submitted via email to: vmiller@wsalamo.org

PART 4.0 – APPLICATION RESPONSE REQUIREMENTS

Applications will become WSA’s property and will not be returned. Applications shall include a cover letter, be signed, dated, complete and include the following attachments:

1. Attachment A - Application
2. Attachment C - Cost/Price Information
3. Attachment D - Certification Regarding Debarment, Lobbying, Drug-Free Workplace
4. Attachment E - Certification of Non-Discrimination & Equal Opportunity
5. Attachment F - Certification Regarding Texas Corporate Franchise Tax
6. Attachment G - Certification Regarding State Assessment
7. Attachment H - Certification Regarding Conflict of Interest
8. Attachment I – Certification of Applicant
9. Attachment J - References
10. Attachment K – Resumes, Trainer Certification, if applicable, Certification of Historically Underutilized Business (HUB), if applicable. Any additional attachments not specifically requested in the RFA but which your organization desires to include with your proposal, including letters of support or collaboration.

PART 5.0 – APPLICATION REVIEW AND SELECTION PROCESS

5.1 EVALUATION PROCESS

The evaluation process will consist of:

- A. An initial review of responsiveness and compliance with the technical specifications and other criteria specified in the RFA by WSA staff.
- B. Applications will be evaluated on specific criteria by reviewers.
- C. Selection will be based on qualifications, experience, demonstrated ability, references, and cost.
- D. All Applicants will receive notification of application approval. An Applicant who wishes to protest the decision will be required to notify WSA, in writing, within fifteen (15) business days from the date of the notification letter. The complainant letter must specify the nature of the protest and any desired remedies of action. WSA reserves the right to determine whether the protest is valid and merits further consideration.

5.2 EVALUATION CRITERIA

Applicants must achieve an overall score of at least **70 points (70%)** to be considered for the award of a contract. The evaluation of applications shall be based upon the following criteria:

A. Qualifications

30 points

Applications will be evaluated to measure the Applicant's educational and training credentials.

B. Experience

30 points

Applications will be evaluated to determine the knowledge and skills of the Applicant derived from actual work experiences within the training field of child care and the requirements of three (3) years of direct relevant prior experience.

C. Demonstrated Ability/References

15 points

Applications will be evaluated to determine the Applicant's past ability to deliver similar services. References will be verified.

D. Cost/Price Information

25 points

Applications will be evaluated to determine whether the cost of the services are reasonable and within market rate.

E. Historically Underutilized Business / Bonus

5 bonus

Applications that document HUB status will be awarded five bonus points. HUBs must attach a copy of the notice of certification to be eligible for points awarded under this section.

TOTAL POSSIBLE POINTS

105 points

**ATTACHMENT A
CERTIFICATION BY APPLICANT FOR
EDUCATION & TRAINING OF CHILD CARE PROVIDERS
IDENTIFICATION OF RESPONDENT**

Name of Individual Responding: _____

Name of Firm (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email address: _____

How many years have you or your firm been providing similar services? _____

Briefly state your qualifications, education, experience, and area(s) of expertise?

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

DESCRIPTION OF SERVICES PROVIDED

When can you/will you be available to perform services? _____

Does your business currently have the required insurance coverages? _____ (yes/no)

If no, will your business be able to comply with the required insurances upon the award of a contract?
_____ (yes/no)

SIGNATURE

Name and Title of Applicant: _____

Signature of Applicant: _____

Date Application Form Submitted: _____

ATTACHMENT B CORE COMPETENCIES

Core Competencies for Administrators

1. Establishing and Maintaining an Effective Organization:
 - 1.1 Program Development
 - 1.2 Program Operations and Administration
 - 1.3 Program Evaluation
2. Business and Operations Management
 - 2.1 Business Practices
 - 2.2 Financial Management
 - 2.3 Facilities
 - 2.4 Marketing and Public Relations
3. Human Resource Leadership and Development:
 - 3.1 Personal and Professional Awareness
 - 3.2 Human Relationships
 - 3.3 Leadership and Support
 - 3.4 Personnel Management
4. Maintaining a Healthy and Safe Environment:
 - 4.1 Knowledge and Enforcement of Regulations
 - 4.2 Health
 - 4.3 Safety
 - 4.4 Nutrition
5. Implementing a Developmentally Appropriate Curriculum and Environment:
 - 5.1 Curriculum Design
 - 5.2 Teaching Practices
 - 5.3 Child Assessment
 - 5.4 Learning Environment
 - 5.5 Environmental Assessment
6. Instituting Family & Community-Centered Programming:
 - 6.1 Positive Relationships with Families
 - 6.2 Community Collaborations

CDA Content Areas

1. Planning a safe, healthy, learning environment.
2. Steps to advance children's physical and intellectual development.
3. Positive ways to support children's social and emotional development.
4. Strategies to establish productive relationships with families.
5. Strategies to manage an effective program operation.
6. Maintaining a commitment to professionalism.
7. Observing and recording children's behavior.
8. Principles of child development and learning.

Core Competencies for Practitioners

1. Child Growth and Development:
 - 1.1 Child Development: Domains, Stages, and Milestones
 - 1.2 Typical and Atypical Development
 - 1.3 Children with Identified Special Needs
 - 1.4 Influences on Development: Biology, Families, Environment, Culture, and Stress
 - 1.5 Development through Play*
2. Responsive Interactions and Guidance:
 - 2.1 Relationships with Individual Children: Security, Warmth, and Responsiveness
 - 2.2 Developmentally Appropriate Guidance: Supporting Social and Emotional Development

- 2.3 Development through Play*
- 2.4 Scaffolding and Communication-Based Strategies: Supporting Cognitive and Language Development*
- 3. Learning Environments, Planning Framework, Curriculum, and Standards:
 - 3.1 Planning Framework: Environmental Design, Equipment, Materials, Routines, Schedules, and Learning Formats
 - 3.2 Curriculum and Standards
- 4. Supporting Skill Development:
 - 4.1 Social and Emotional Development: Self-Concept, Behavior Regulation, Emotional Control, Attention, and Social Skills
 - 4.2 Language and Communication: Listening, Speaking, and Vocabulary
 - 4.3 Emergent Literacy: Reading and Writing
 - 4.4 Mathematics
 - 4.5 Science
 - 4.6 Social Studies
 - 4.7 Creativity and Fine Arts
 - 4.8 Technology
 - 4.9 Physical Development
- 5. Observation and Assessment:
 - 5.1 Observation, Assessment, and Documentation
 - 5.2 Supporting Children with Special Needs
 - 5.3 Program Assessment and Evaluation
- 6. Diversity and Dual Language Learners:
 - 6.1 Cultural Diversity and Equity
 - 6.2 Supporting Dual Language Learners
- 7. Families and Community Relationships:
 - 7.1 Respect for Families
 - 7.2 Relationships with Children and Families
 - 7.3 Encouraging Parent Involvement
 - 7.4 Positive Communication
 - 7.5 Community Resources to Support Families
 - 7.6 Community Collaboration
- 8. Health, Safety, and Nutrition:
 - 8.1 Knowledge of Regulations
 - 8.2 Health
 - 8.3 Environmental Safety
 - 8.4 Nutrition
- 9. Professionalism and Ethics:
 - 9.1 Ethical Standards and Professional Guidelines
 - 9.2 Reflective Practices and Professional Growth
 - 9.3 Professional Development Outlook
 - 9.4 Collaborative Partnerships
 - 9.5 Advancing the Status of Children and Families

**ATTACHMENT C
COST/PRICE INFORMATION**

Please use copies of this form to include the cost/price information for each course submitted. The cost/price information must be firm for the applicable fiscal year your application has been approved for. Workforce Solutions Alamo (WSA) reserves the right to negotiate training rates based on education, years of experience, and content.

Name of Course: _____

Brief Description: _____

Core Competency Area(s): _____
(See Attachment B for reference)

CDA Content Area(s): _____
(See Attachment B for reference)

Length (CPE/clock hours): _____

Targeted Group: ___ Director ___ Infant ___ Toddler ___ Pre School ___ School

Maximum Number of Participants: _____

Level of Practice: ___ Beginner ___ Intermediate ___ Advanced

Training Session Rate: \$ _____ per day (more than 4 hours) OR
\$ _____ per participant (more than 4 hours) OR
\$ _____ per hour

Materials/Handouts: \$ _____ (\$0.035 per page x _____ pages)

Travel Costs: ___ Yes ___ No

*Travel costs may include lodging, meals, car rentals, and mileage, as appropriate. Travel costs will be requested for reimbursement at cost not to exceed the State travel rates. Reimbursement will be based on the submission of an invoice with the appropriate documentation, e.g., receipts for actual costs. Costs for travel must have prior written approval from WSA. Due to unforeseen circumstances, WSA may need to cancel scheduled training sessions and will make every effort to provide prior notice to trainers.

ATTACHMENT D
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 Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

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 any 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.

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.

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), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted 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; Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) 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 participant shall attach an explanation to this proposal.

* * * * *

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:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor’s policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor’s policy statement.

Notifying the employees in the Contractor’s policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Golden Crescent Workforce Development Board in writing, within ten (10) calendar days of the Contractor’s receipt of a notice of conviction of an employee.

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.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT E

Certification Regarding Implementation of the Non-Discrimination & Equal Opportunity Provisions and the Workforce Innovation and Opportunity Act (WIOA)

As a condition to the award of financial assistance from the Department of Labor (DOL) under Title I of the Workforce Innovation and Opportunity Act (WIOA), the bidder assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- ☐ Section 188 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 bases of race, color and national origin;
- ☐ Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- ☐ The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- ☐ Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- ☐ The bidder 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 bidder’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 bidder understands that the United States has the right to seek judicial enforcement of this assurance.

Applicant’s signature below indicates organization is agreeing to comply fully with the assurance and certifications as part of its responsibilities as a successful contractor.

Signature

Title

Date

Printed Name and Title

**ATTACHMENT F
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 making 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 undersigned certifies that the following statement is true and correct and that the undersigned understands making a false statement will prevent Workforce Solutions Alamo from contracting with the proposing organization.

Indicate the certification that applies to your corporation by checking the appropriate box:

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 for the following reason(s):

Not applicable. Applicant is not a corporation.

Signature

Name of Applicant's Organization

Typed Name & Title

Date

ATTACHMENT G
STATE ASSESSMENT CERTIFICATION

Applicant must certify that they are current in all Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas. Applicants must also certify that they have not outstanding Unemployment Insurance overpayment balances due to the State of Texas.

The undersigned authorized representative of the Applicant certifies that the following statements are true and correct and that the undersigned understands that making a false statement will prevent Workforce Solutions Alamo from contracting with the organization.

The corporation certifies, by checking the boxes below, 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.

Signature

Name of Applicant's Organization

Typed Name & Title

Date

**ATTACHMENT H
CERTIFICATE REGARDING CONFLICT OF INTEREST**

By signature of this Certificate, Applicant covenants and affirms that:

- 1) No manager, employee or paid consultant of the Applicant is a member of the Policy Board, the Executive Director, or an employee of Workforce Solutions Alamo (WSA);
- 2) No manager or paid consultant of the Applicant is married to a member of the Policy Board, the Executive Director, or an employee of WSA;
- 3) No member of the Policy Board, the Executive Director or an employee of WSA owns or controls more than a 10 percent share in the Applicant's organization;
- 4) No spouse of a member of the Policy Board, Executive Director, or employee of WSA receives compensation from Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- 5) Applicant has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- 6) Should Applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Applicant shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with WSA and shall immediately refund to WSA any fees or expenses that may have been paid under the contact and shall further be liable for any others costs incurred or damages sustained by WSA relating to that contract.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature: _____ Date: _____

**ATTACHMENT I
CERTIFICATION OF APPLICANT**

I hereby certify that the information contained in this application and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee of Workforce Solutions Alamo (WSA), director or agent has assisted in the preparation of this application. I acknowledge that I have read and understand the requirements and provisions of the RFA and that this organization will comply with WSA policies and other applicable local, state, and federal regulations and directives governing this procurement process.

I, _____, certify that I am the _____
(Typed Name) (Title)

of the corporation, committee, commission, association, or public agency named as Applicant herein and that I am authorized to sign this proposal and submit it to WSA on behalf of said organization by authority of its governing body or owners. I authorize the board to verify references and stated performance data and to conduct other background checks, as it deems necessary.

ATTEST:

(Applicant's Signature)

(Collateral Signature)

(Typed Name)

(Typed Name)

(Typed Title)

(Typed Title)

(Date)

(Date)

**ATTACHMENT J
REFERENCES FORM**

DEMONSTRATED ABILITY/REFERENCES – Maximum Points: 15

Failure to provide and include the following information with your response by the submission date may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by Workforce Solutions Alamo 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 (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 (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 (To/From) Dates	

**ATTACHMENT K
RESUMES AND OTHER RESPONSE INFORMATION**

Resume(s)

Trainer Certification(s)
(if applicable)

Historically Underutilized Business
(if applicable)

Any additional attachments not specifically requested in the RFA but which your organization desires to include with your proposal, including letters of support or collaboration.