



## **REQUEST FOR QUALIFICATIONS**

**For**

**CONSULTING SERVICES**

**Release Date: July 1, 2016**

**Submission Deadline: July 15, 2016 by 4:00 PM (CST)**

Issued by:

Workforce Solutions for South Texas  
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Workforce Solutions for South Texas is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: (800)735-2989 (TDD) or (800)735-2988(Voice) or 711

## **PART ONE - INTRODUCTION**

### **Background**

The Workforce Solutions for South Texas (Board) is one of the 28 workforce boards established by the Texas Legislature in 1995. The Board is a volunteer body appointed by the Chief Elected Officials of each of the counties served in the South Texas Workforce Development Area (South Texas WDA). As the grant recipient and administrative entity for South Texas WDA, the Board is responsible for the strategic and operational planning, oversight and evaluation of federal and state workforce programs in the region including employment, training funds, child care and related support services. The Board oversees workforce services provided in Jim Hogg, Webb and Zapata Counties for the current, emerging and transitional workforce.

The Board's spectrum of responsibility also includes accountability, monitoring, and oversight functions of all training services, policy and program guidance, performance evaluations and the procurement and selection of service providers.

### **Purpose of this Request for Qualifications (RFQ)**

The purpose of this RFQ is to solicit qualifications from qualified individuals or organizations/firms to perform consulting services for labor market research, strategic planning, assistance with grant writing and assistance with other special projects.

## **PART TWO-GENERAL INFORMATION**

### **2.1 Contract Information**

A. TYPE OF CONTRACT-The Board intends to negotiate a Fixed Price contract with a successful proposer.

- B. TERM OF CONTRACT-The contract resulting from this procurement will be negotiated for one (1) year, August 1, 2016 to July 31, 2017. The contract may be renewed up to three (3) times in one year increments at the Boards discretion based on satisfactory contractor's performance and the Boards availability of funding. Below are the contract periods:

Initial Contract Period:	August 1, 2016 to July 31, 2017
Second Year Period:	August 1, 2017 to July 31, 2018
Third Year Period:	August 1, 2018 to July 31, 2019
Fourth Year Period:	August 1, 2019 to July 31, 2020

The Board may extend the contract on a month-to-month basis for up to an additional year.

C. FUNDS AVAILABLE-No specific amount of contract award has been prescribed. The actual amount of the contract award will be based on the proposed/approved budget, as well as Board standards for use of public funds (i.e., costs be reasonable, allowable and allocable to the proper grant/cost categories).

## **2.2 Authorized RFQ Contact**

Kelly Elizondo, Contract Manager  
Workforce Solutions for South Texas  
(956) 722-3973 ext. 234  
(956) 725-2341 – Fax  
[Kelly.elizondo@southtexasworkforce.org](mailto:Kelly.elizondo@southtexasworkforce.org)

## **2.3 RFQ Submission Information and Due Date**

Proposers must submit one (1) original and three (3) copies of the RFQ to the address listed at the end of this paragraph. Proposers are responsible for ensuring that the copies contain all of the required elements of the RFQ. Incomplete copies may be deemed nonresponsive. Any proprietary information should be clearly marked as confidential. All responses received and their accompanying attachments will become the property of WSST Board after submission and will not be returned. The proposal must be submitted in the order as follows:

- 1. Cover Page**
- 2. Statement of Qualifications to Include Resume**
- 3. Proposed Approach to Provide Services**
- 4. Demonstrative Prior Experience**
- 5. Budget**
- 6. Certifications**

The deadline to submit qualifications is 4:00 P.M. (CST) on July 15, 2016. Responses received after the indicated due date and time will not be accepted. Faxed or e-mailed responses are not acceptable.

**Mail or Hand Deliver:**  
Kelly Elizondo, Contract Manager  
Workforce Solutions for South Texas  
1701 E. Hillside Rd.  
Laredo, Texas 78041

**Submit at least one (1) electronic copy of the RFQ (CD or USB Drive acceptable)**

## **Format**

Proposals must be typed in no less than 12 point font, double spaced, throughout the document and submitted on 8 1/2 x 11 inch paper. Colored displays and promotional material are discouraged. Emphasis must be placed on addressing all the requirements of this RFQ in a clear and concise manner.

## **2.4 RFQ Questions**

Proposers are allowed to submit written questions for clarification regarding this RFQ at any time during the procurement process. Submit written questions by email to Kelly Elizondo at [Kelly.elizondo@southtexasworkforce.org](mailto:Kelly.elizondo@southtexasworkforce.org)

## **PART THREE-SCOPE OF WORK**

### **3.1 Scope of Work**

Proposers to this solicitation must have extensive knowledge and experience regarding the activities solicited below:

1. Research and survey employers and employees for the purpose of identifying regional industry clusters and developing a high-priority occupations list for targeting training resources;
2. Conduct market research and education needs for Jim Hogg, Webb, and Zapata Counties;
3. Identify South Texas region's current and future projected workforce needs, workforce skills gaps, and high skill high wage careers likely to be in demand;
4. Assist in identifying and implementing relevant courses of study;
5. Conduct community and business assessments to include, but not limited to:
  - o Demographic and Employment-related statistics including trends;
  - o Educated related statistics;
  - o Labor market trends (workforce gaps, targeted industries and demand occupations, labor shortages, industry clusters, labor supply); and
  - o Provide a report and presentation of the final product
6. Facilitate/participate in focus groups;
7. Provide assistance with strategic planning development;
8. Provide assistance with technical writing when applying for grants and other special initiatives;
9. Assist with other related services as requested or required by the Board.

## **PART FOUR - PROPOSAL EVALUATION AND SELECTION PROCESS**

### **Determination of Responsiveness**

All responses received by the deadline will be reviewed for responsiveness to the RFQ requirements (required number of copies, format, content, order, forms, etc.). Incomplete responses will not be reviewed or considered in the evaluation process. This includes, but not limited to missing forms, and unsigned certification form(s).

**Evaluation Criteria**

The process for evaluation includes: review, scoring, and selection by Board administrative staff. Responses will be evaluated using the criteria listed below:

A. Statement of Qualifications/Resume	30 points
B. Proposed Approach to Provide Services	20 points
C. Demonstrative Prior Experience	30 points
D. Budget	20 points
E. HUB (Historically Underutilized Business)	5 Bonus Points
<b>Total 105 Points</b>	

Proposal must meet the threshold of 70 point average for consideration.

**Statement of Qualifications** – Proposers must demonstrate qualifications in the form of a resume. Copies of any current licenses or certifications that apply to the services being requested in this RFQ must be submitted.

**Proposed Approach to Provide Services** – Proposers must demonstrate understanding of the services being solicited in this RFQ and any local issues or concerns as well as be knowledgeable in workforce development legislation and employment practices.

**Demonstrative Prior Experience** – Proposers must demonstrate prior experience and proficiency in developing special projects and initiatives in the area of workforce development. Include references.

**Budget** – Proposers must show that cost for providing proposed services is necessary, reasonable, and allowable. The Board retains the option to deny a proposer for funding consideration if costs are considered unreasonable, excessive, or unallowable regardless of the scoring received from other criteria.

**HUB** – Historically Underutilized Businesses must provide a copy of the certificate in order to obtain the 5 points.

**Debriefing and Appeal Process**

Proposers not selected by this procurement process may submit within ten (10) days of the receipt of notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was submitted and scored. The WSST Board shall acknowledge receipt of the Request for Debriefing in writing within ten (10) days

of receipt. The Debriefing shall be scheduled as soon as possible and no later than ten (10) days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why they were not selected.

Proposals not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within ten (10) calendar days of final WSST Board action with the WSST Quality Assurance/EO Officer/504 Coordinator. Final WSST Board action shall be considered to be the WSST Board meeting at which final selection of the proposals is made. Inquiries shall be directed to:

Bertha Millan, QA/EO Officer/504 Coordinator  
Workforce Solutions for South Texas  
1701 E. Hillside Road  
Laredo, Texas 78044-1757

The appeal must indicate the WSST Board action appealed and the violation forming the basis of the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing WSST Board's procedures, which will be provided to the appellant as soon as practicable after the WSST Board receives the appeal.

**Workforce Solutions for South Texas**

**Request for Qualifications  
Consulting Services**

**Cover Sheet**

<b>Name of Bidder:</b>	
<b>Mailing address:</b>	
<b>Physical address (if different):</b>	
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Proposal contact person:</b>	
<b>Title:</b>	
<b>Contract Signatory Authority:</b>	
<b>Title:</b>	
<b>Amount of Funding Proposed: \$</b>	
<b>Tax/Legal Status:</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Private For Profit <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Public Non-Profit	
<b>Date Established:</b>	
<b>State Controller Identification Number:</b> (If available)	
<b>Federal Taxpayer I D Number:</b>	
<b>Is bidder certified as a historically underutilized business?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach copy of certification	

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

- A. The grantee certifies that it will continue to provide a drug-free workplace by:
- (1) 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.
  - (2) Establishing an ongoing drug-free awareness program to inform employees about:
    - (a) The dangers of drug abuse in the workplace;
    - (b) The grantee’s policy of maintaining a drug-free workplace;
    - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (3) Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (1).
  - (4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will
    - (a) Abide by the terms of this agreement;
    - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (5) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless The Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number (s) of each affected grant.
  - (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (b), with respect to any employee who is convicted-
    - (a) Taking appropriate personnel action against an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

B. The grantee may insert in the space provided below the site (s) for the performance of work done in connection with the specific grant:

Place of Performance:

Check [ ] if there are workplaces on file that are not identified here. Not applicable

Name of Applicant Organization: \_\_\_\_\_

Name and Title of Authorized Signatory:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations and implementing Executive Order 12549. Debarment and Suspension, 20 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19610-19211).

(Before completing certification, read attached instructions which are an integral part of the certification)

- 1.) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2.) 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.

Name and Title of Authorized Representative:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION REGARDING LOBBYING, CERTIFICATION FOR CONTRACTS, GRANTS,  
LOANS AND COOPERATIVE AGREEMENT**

The undersigned certifies, to the best of his or her knowledge and belief, 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 an agency, a Member of Congress, or an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into any federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant local, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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.

This certification is 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 imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Name of Applicant Organization:

\_\_\_\_\_

Name and Title of Authorized Signatory:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this proposal, Proposer covenants and affirms that:

- (1) no manager, employee or paid consultant of the Proposer is a member of the Policy Board, the President, or an manager of the STWDB;
- (2) no manager, or paid consultant of the Proposer is a spouse to a member of the Policy Board, the President, or an manager of the STWDB;
- (3) no member of the Policy Board, the President or an employee of the STWDB owns or controls more than a 10 percent of the proposing agency;
- (4) no spouse of a member of the Policy Board, President, or employee of the STWDB is a manager, or paid consultant of the Proposer;
- (5) no member of the Policy Board, President or employee of the STWDB receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interests;
- (7) should proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the STWDB and shall immediately refund to the STWDB any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the STWDB relating to that contract.

Name of Applicant Organization: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**29 CFR PART 37—IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL  
OPPORTUNITY PROVISIONS OF THE WORKFORCE INNOVATION AND OPPORTUNITY  
ACT (WIOA)**

(a)(1) Each application for financial assistance under Title I of WIOA, as defined in §37.4, must include the following assurance:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

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.

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Signature

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Date

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Printed Name and Title

## CERTIFICATION ON THE USE OF PUBLIC SUBSIDY RESTRICTION

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

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

- (1) the following indicated statement is true and correct;
- (2) making a false statement is a material breach of contract and grounds contract cancellation; and
- (3) 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.”

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Name and Title of Authorized Representative

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Signature