



**REQUEST FOR QUALIFICATIONS
FOR
INDEPENDENT EVALUATORS FOR LEGAL SERVICES
PROCUREMENT**

Release Date: August 24, 2018

Submission Deadline: September 7, 2018 by 12 noon (CST)

**Issued by:
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1. INTRODUCTION AND BACKGROUND

The Workforce Solutions for South Texas (WSST) Board serves as the leadership and governing body for the Jim Hogg, Webb and Zapata Counties. The WSST Board of Directors represent business, education, labor, economic development, community-based organizations, and public entities.

The WSST Board Members are appointed by the Chief Elected Officials of each of the three counties of the Workforce Solutions for South Texas Workforce Development Area (WSST WDA), in accordance with the Workforce Innovation and Opportunity Act and the Texas Workforce and Economic Competitiveness Act (HB 1863 and SB642). The WSST Board is organized as a non-profit corporation in the State of Texas, with tax-exempt status under IRS code 501(c)3. The WSST Board is one of the 28 workforce boards established by the Texas Legislature in 1995.

The WSST 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 WSST Board serves as the designated grant recipient and administrative entity for workforce development program funds allocated to the Workforce Solutions for South Texas workforce development area. The WSST Board has established three workforce centers located in Jim Hogg, Webb, and Zapata Counties.

2. PURPOSE OF REQUEST FOR QUALIFICATIONS (RFQ)

WSST is soliciting proposals from qualified individuals or firms to provide to provide evaluator services to Workforce Solutions for the evaluation of all proposals submitted to the solicitation for Legal Services.

3. SCOPE OF SERVICES

The Respondent will provide services that will include, but are not limited to: review, and score using a standardized evaluation tool. A lead evaluator will be designated to coordinate the evaluation of the proposals with the other two (2) evaluators. Evaluators will receive the proposals upon selection and will be expected to review and evaluate the proposals offsite. The review period of Legal Services proposals will be September 12, 2018 through September 21, 2018. The proposals along with the signed evaluations and all evaluation tools will be forwarded to Workforce Solutions for South Texas Attention: Bertha Millan, 500 E. Mann Rd. Suite B5, Laredo, Texas 78041.

4. FUNDS AVAILABLE

Actual amount of contract award will be based on the proposed budget, as well as Workforce Solutions standards for use of public funds, i.e. that all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories and the amount of funds available. Please note the maximum amount to be paid per proposal/application evaluation is \$75.00.

5. PROPOSAL REVIEW PROCESS

1. **Minimum standards of review.** Proposals must meet the following minimum standards before being considered for funding:

- a. Submitted by the deadline, and
- b. Contain all required information.

6. EVALUATION and SUBMISSION CRITERIA

Selection of the Evaluators shall be in accordance with federal procurement principles and the TWC Financial Manual for Grants and Contracts, which requires “full and open competition”, fair and equal treatment, and “arms-length” relationships with all potential applicants. The selection process used by the WSST Board is intended to help them identify the most qualified and responsive proposals for Independent Evaluation services. All proposals submitted by the submission deadline will be reviewed for timeliness, responsiveness and compliance with the technical specifications – have no missing elements contained in the RFQ. The process for evaluating proposals submitted in response to this Request includes the following criteria and weighted points:

- a. **Qualifications.** A Respondent must demonstrate his/her qualifications in the form of a resume with references (include contact name and phone number). Resume must include all relevant experience with evaluation services. **35 points**
 - i. Please submit a Cover Letter With a Synopsis of Qualifications
 - ii. Resume (with 3 references which includes contact name and phone numbers)
- b. **Demonstrated prior effectiveness in reviewing and evaluating proposals.** A Respondent must show that he/she has effective and successful prior experience in reviewing and evaluating proposals include the dates of the review and evaluation of such proposals and the organizations to which the proposals were sent. Please fill out Attachment E. **45 points**
 - iii. Submit Relevant Experience (including Dates, related Organizations, and contact names and phone numbers) – Attachment E
- c. **Cost.** A Respondent must agree with the \$75.00 per proposal rate for each submitted responsive legal services proposal – **20 points**
 - iv. Statement Agreeing to Proposed cost for the evaluation services.

7. RFQ RELEASE

The Request for Qualifications for Independent Evaluators is available on the WSST Board’s website at www.southtexasworkforce.org. Copies of the RFQ are also available at the following address:

Workforce Solutions for South Texas
500 E Mann Road, Suite B5
Laredo, TX 78041
(956) 722-3973

8. SUBMISSION OF PROPOSALS

Proposals are due no later than 12:00 P.M. (CST) on September 7, 2018. Proposals may be e-mailed proposals. Proposals submitted after the indicated due date and time will not be accepted. There will be no exceptions. Proposals may be hand delivered or sent via private or public mail carrier to:

Bertha Millan
Workforce Solutions for South Texas
500 E Mann Road, Suite B5
Laredo, TX 78041
bertha.millan@southtexasworkforce.org

Timely delivery of proposals to the above address is the sole responsibility of the proposer. Proposals submitted via private or public mail carrier services will be considered to be hand-carried and must be submitted by the deadline.

9. GENERAL INSTRUCTIONS

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

Incomplete copies may result in the bidder being deemed non-responsive to the RFP. No additional material may be submitted after the due date and time. Any proprietary information should be clearly marked as confidential. All proposals and their accompanying attachments will become the property of the WSST Board after submission. Materials submitted will not be returned.

Proposals may be withdrawn upon written request. The cost of returning proposals that are withdrawn before the due date shall be the responsibility of the proposer.

Proposals must be submitted with elements in the following order:

Qualifications. 35 points

- iv. Please submit a Cover Letter With a Synopsis of Qualifications
- v. Resume (with 3 references which includes contact name and phone numbers)

Demonstrated prior effectiveness in reviewing and evaluating proposals. 45 points

- vi. Submit Relevant Experience (including Dates, related Organizations, and contact names and phone numbers) –
- vii. Please fill out Attachment E.

Cost. – 20 points

- viii. Statement Agreeing to Proposed cost for the evaluation service

ATTACHMENTS

Attachment A - Certification Regarding Debarment
Attachment B - Certification Regarding Conflict of Interest
Attachment C – General Assurances
Attachment D – Non-Discrimination
Attachment E - Listing of Prior Contracts – Fill out and place in Demonstrated Experience Criteria Sequence

Attachment A
**Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion**

Lower Tier Covered Transaction

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(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 statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Authorized Representative

Title

Signature

Date

Attachment B
Certification Regarding
Conflict of Interest

By signature of this proposal, Proposer affirms that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the WSST Board;
- (2) No manager or paid consultant of the Proposer is a spouse to a member of the WSST Board or Staff of the WSST Board;
- (3) No member of WSST Board or employee of the WSST Board owns or controls more than a 10 percent interest in the Proposer;
- (4) No spouse of a member of the WSST Board or employee of the WSST Board is a manager or paid consultant of the Proposer;
- (5) No member of the WSST Board, or employee of the WSST Board 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 that does or may present a potential conflict of interest;
- (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 WSST Board and shall immediately refund to the WSST Board 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 WSST Board relating to that contract.
- (8) Proposer shall comply with the standards of conduct stated in the Assurances and Certifications, Section 11 Conflict of Interest and be in accordance with Texas Administrative Code, Chapter 801, Title 40, and Part 20.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____

Attachment C
General Assurances

We understand and agree that procurement is not a contract and does not obligate the WSST Board to pay for costs incurred in the preparation of your proposal or costs incurred prior to the execution of a written contract or prior to the receipt of funds designated for this program from the Texas Workforce Commission.

We understand and agree that the contract provisions may vary from the provisions set forth in this request, when deemed necessary by the WSST Board, however, we agree to abide by the contract provisions contained in the proposed contract.

We understand and agree that the WSST Board may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that the WSST Board has the right to reject any and all proposals and negotiate outside of the terms of this proposal.

We understand and agree that the WSST Board is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

We understand and agree to abide by all federal, State and local laws, policies and regulations governing the Workforce Investment Act, as amended, and those additional rules which may be promulgated subsequent to the execution of a contract.

We understand and agree that we may be subject to a monitoring review or audit by the U.S. Department of Labor, Texas Workforce Commission, Office of Inspector General, or WSST Board. We also understand that we may be required to provide a copy of the most recent audit as part of the contracting process.

We understand and agree to submit this proposal in a good faith effort to provide services as outlined in this "RFP" issued by the WSST Board.

Signature _____ Date _____

Printed Name and Title _____

Attachment D

Certification of Non-Discrimination & Equal Opportunity Provisions of the WORKFORCE INNOVATION AND OPPORTUNITIES ACT (WIOA)

29 CFR PART 37—IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INNOVATION AND OPPORTUNITIES 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 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.

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 E

LISTING OF PRIOR CONTRACTS FOR SIMILAR SERVICES

On the following table, list the Independent Evaluation services you/ or your firm/organization has provided to Texas Workforce Boards in the past five (5) years. Note: The table shown below may be reproduced, as needed, to provide the requested information.

Name of Organization	Contract Begin/End Dates	Contract Amount	Detail of Services Provided