



REQUEST FOR QUALIFICATIONS

For

**Curriculum Development Facilitator
(Teacher Externship Program)**

Release Date: April 29, 2016

Submission Deadline: May 18, 2015 by 12:00 PM (CST)

Issued by:

Workforce Solutions for South Texas
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Relay Texas: (800)735-2989 (TDD) or (800)735-2988(Voice) or 711



**Workforce Solutions for South Texas
Request for Qualifications
Curriculum Development Facilitator – Summer Teacher Externship Program**

Purpose

Workforce Solutions for South Texas (WSST) Board is soliciting proposals for Curriculum Development Facilitator Services.

Background

Workforce Solutions for South Texas will provide a Summer Teacher Externship Program for forty (40) middle and/or high school teachers working in the following school districts: Jim Hogg CISD, Laredo ISD, United ISD and Zapata CISD.

Selected teachers will have the opportunity to gain workplace related experiences that they can turn into curriculum for their students as they will be placed at worksites of targeted industries to observe selected demand occupations. Through the externship, teachers will engage in activities in particular industries to learn how classroom content is applied in the real world. They will gain information regarding the skill sets required for given industries in order to be able to inform and educate their students on how to prepare for jobs in-demand in their local communities.

The Summer Teacher Externship Program will be held for a total of five (5) days from June 6 – 10, 2016. The program will be “home-based” at the Laredo Community College Economic Development Center. During the externship week, teachers will attend an orientation session, conduct observations at assigned worksites, and work with selected Curriculum Development Facilitator on curriculum development activities based on the experiences/observations acquired at the worksites. On the last day of the program week, teachers and Curriculum Development Facilitator will work on lesson plans using knowledge gained throughout the week to develop and evaluate curriculum.

Statement of Work

The selected Curriculum Development Facilitator will assist participating teachers to understand job-relevant experiences observed in selected demand occupations and industries as they apply to Science, Technology, English, and Math.

The selected Curriculum Development Facilitator will plan professional development sessions that provide relevance of the worksite visits to the taught subject including:

- Structured whole group discussions
- Structured small group discussions based on subjects taught
- Small groups with teachers from same and different worksites visits
- Individual lesson plan creation

The professional development activities acquired through the teacher externship program will create awareness among participating teachers regarding the use of their teaching discipline in different industry settings. It will assist the teachers in creating lesson plans to be incorporated into instruction.

The selected Curriculum Development Facilitator will make recommendations on curricula, instructional methods, technology, and materials that can be used by teachers as part of their lesson plan.

Evaluation Criteria and Method of Selection

WSST will use a point based evaluation criteria to award the Curriculum Development Facilitator contract. The selection will be based on the highest aggregated score. Proposers must score a minimum of 70 to be considered for contract. Criteria will include:

- Individual or Organization experience—25 points
- Key Personal/Individual Qualifications —20 points
- Proposed Approach to Teacher Externship Curriculum Facilitator Services—40points
- Cost (proposed budget to render services must not exceed \$2,800) —15 points

Renewal Conditions

The Board reserves the option to renew the contract on an annual basis for a total contract term not to exceed three (3) consecutive years. All contracts shall be contingent upon the receipt of funding from TWC and upon satisfactory contractor performance. The Board reserves the right to terminate this contract prior to the end date with a thirty (30) day notification. The Board may vary the terms of the contract and/or contract period as necessary to ensure compliance with applicable local, state, and federal rules and regulations.

Response Requirements

Interested individuals should submit their response in the following format. Responses that deviate from the required format shall be deemed unresponsive.

- Proposal Cover Sheet
- Cover letter providing synopsis of experience and qualifications
- Attachment A containing information requested, including resume
- Attached certifications – signed

Proposal Due Date

For consideration, proposal information must be received no later than 12:00 p.m. (CST), **Wednesday May 18, 2016**, whether by postal delivery, email or facsimile transmission. Submit to:

Kelly Elizondo, Contract Manager
Workforce Solutions for South Texas
1701 E. Hillside Road
Laredo, Texas 78041
Voice: (956) 722-3973 ext. 234 - Fax: (956) 725-2341
www.southtexasworkforce.org
Kelly.elizondo@southtexasworkforce.org

Attachment A

Name	Address
Title	
Organization Name	Fax
Phone	Email
25 Points - Individual or Organization Experience – The proposing agency/individual shall provide an overview of their experience in providing grant curriculum facilitator services to include the following:	
The number of years the person/firm has been doing similar business.	
A list of comparable organizations for which your or your institution currently provides similar services, including the name and phone numbers of a contact person	
20 Points - Key Personal/Individual Qualifications	
Provide a synopsis of key professional qualifications noted. Also submit a resume for key personal or individual.	
40 Points - Proposed Approach to Teacher Externship Curriculum Facilitator Services	
Provide a detailed description of how the organization/individual will approach and perform the curriculum facilitation services.	
15 Points - Cost	
Provide a detailed cost for described services. Include all costs such as time to facilitate, planning and travel	

**Proposal for Curriculum Development Facilitator
Workforce Solutions for South Texas Proposal
Cover Sheet**

Name of Bidder:

Mailing address:

Physical address (if different):

Phone Number:

Fax Number:

Proposal contact person:

Title:

Contract signatory authority:

Title:

Amount of Funding Proposed: \$

Tax/Legal Status: Corporation Sole Ownership Private For Profit
 Partnership Other Public Non-Profit

Date Established:

State Controller Identification Number:
(If available)

Federal Taxpayer I D Number:

Is bidder certified as a historically underutilized business? Yes 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 Investment Act of 1998 (WIA)**

**29 CFR PART 37—IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL
OPPORTUNITY PROVISIONS OF THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

(a)(1) Each application for financial assistance under Title I of WIA, 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 WIA, 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 Investment Act of 1998 (WIA), 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 WIA 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 WIA 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.

Signature

Date

Printed Name and Title