



REQUEST FOR PROPOSALS

For

AUDIT SERVICES

Release Date: May 19, 2025

Submission Deadline: June 30, 2025 by 12:00 PM (CST)

Issued by:

Workforce Solutions for South Texas

Rogelio Trevino, Executive Director

500 E. Mann Rd. Suite B5

P.O. Box 1757

Laredo, Texas 78044-1757

(956) 722-3973

Fax: (956) 725-2341

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 – GENERAL INFORMATION

1.1. Background

The Workforce Solutions for South Texas (WSST) is one of the 28 workforce boards established by the Texas Legislature in 1995. WSST 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, WSST 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. WSST oversees workforce services provided in Jim Hogg, Webb and Zapata Counties for the current, emerging and transitional workforce.

WSST'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.

1.2. Purpose of this Request for Proposals (RFP)

The purpose of this RFP is to solicit proposals from firms of certified public accountants to perform a Single audit and tax services for the fiscal year ending June 30, 2025. The auditor must:

1. Perform an audit in accordance with OMB 2 CFR Chapter I, Chapter II, Part §200.501 (Uniform Guidance) and the Generally Accepted Government Auditing Standards (GAGAS).
2. Complete Form 990 and related extensions.

1.3. Description of Entity and Records to be Audited

- ✓ WSST is a non-profit 501© (3) entity with an annual budget of approximately \$30 million and a staff of 12 employees. The budget comprised of the following funding streams:
 1. Workforce Innovation and Opportunity Act (WIOA) Title 1 – Adults, Dislocated Workers (including Rapid Response activities) and Youth
 2. Child Care Services (Childcare Assistance, DFPS and Childcare Quality)
 3. Temporary Assistance for Needy Families
 4. Supplemental Nutritional Assistance Program Employment and Training (SNAP E&T)
 5. Non-Custodial Parent Choices
 6. Student Hireability Navigator
 7. Summer Earn and Learn Program
 8. Wagner-Peyser Employment Services (ES)
 9. Reemployment Services and Eligibility Assessment
 10. Workforce Commission Initiatives
 11. Trade Act Services
 12. Texas Veterans Commission
- ✓ The audit period is from July 1st through June 30th .

- ✓ WSST's utilizes Sage MIP Fund Accounting Software.
- ✓ Fund accounting is utilized for all grants and is on an accrual basis of accounting.
- ✓ The fiscal staff consists of one (1) Fiscal Supervisor, two (2) Accountants, and one (1) Accounting Technician.
- ✓ Financial activity is conducted in two (2) bank accounts, with transactions varying from 1 to 300 items per month.
- ✓ Records are maintained and accessible at 500 E. Mann Rd. Suite B5, Laredo, Texas.

PART TWO-GENERAL INFORMATION

2.1. Governing Rules and Standards

- ✓ OMB 2 CFR Chapter I, Chapter II, Part §200.501 (The Uniform Guidance).
- ✓ American Institute of Certified Public Accountants (AICPA) Industry Audit Guide, Audits of State and Local Government Units (GASB 34 Edition).
- ✓ Uniform Guidance and the State of Texas Single Audit Circular.
- ✓ Government Auditing Standards, Comptroller General (Yellow Book),
- ✓ Financial Accounting Standards Board (FASB) Statement of Positions 80-2, Accounting and Financial Reporting by Government Units.
- ✓ Texas Workforce Commission Manual for Grants and Contracts.
- ✓ Workforce Innovation and Opportunity Act; federal regulations 20 CFR Parts 652 and 660 through 667.
- ✓ Wagner-Peyser Act of 1933, as amended, [29 USCA S. 29 et seq.].
- ✓ Portions of the Social Security Act [42 USC §301, et seq.].
- ✓ Food Stamp Act of 1977 [7 USC § 2000 et. seq.].
- ✓ Personal Responsibility and Work Opportunity and Reconciliation Act of 1996 [Public Law 104-193].
- ✓ Title IV-A of the Social Security Act, as amended by the Balanced Budget Act of 1997 [PL 105-33]; federal regulations 20 CFR Part 645 Welfare-to-Work (WtW) Grants; Final Rule; Interim Final Rule; and the Welfare to Work and Child Support Amendments of 1999, contained in Title VIII of H.R. 3424, Consolidated Appropriations Act for FY2000, 42 USC 601 through 619.
- ✓ Federal regulations issued by the U.S. Department of Health and Human Services at 45 CFR Parts 270 through 275, inclusive, for services funded by Temporary Assistance to Needy Families; federal regulations issued 45 CFR Part 260, et al.
- ✓ Federal regulations issued by the U.S. Department of Agriculture at 7 CFR §271 through 273 Food Stamp employment and training services.

- ✓ Federal laws and regulations concerning nondiscrimination and equal opportunity; federal labor laws and standards.
- ✓ State legislation Senate Bill 642 as amended by House Bill 1863.
- ✓ Sections of the Texas Administrative Code Title 40, Part 20 and the Texas Government Code Chapter 2308, as they pertain to workforce center systems, operations and programs.
- ✓ Strategic plan and policies of WSST Board related to federal workforce center programs and operation.

2.2 Contract Information

A. Type of Contract

WSST intends to negotiate a Fixed Price/Cost Reimbursement for Travel & Other Related Costs Contract with a successful proposer.

B. Term of Contract

The contract resulting from this procurement will be negotiated for one (1) year, August 1, 2025 to September 30, 2026. The contract may be renewed up to four (4) times in one year increments at WSST's discretion based on performance of audit services and WSST's availability of funding. Below are the contract periods:

Initial Contract Period:	August 1, 2025 to September 30, 2026
Second Year Period:	August 1, 2026 to September 30, 2027
Third Year Period:	August 1, 2027 to September 30, 2028
Fourth Year Period:	August 1, 2028 to September 30, 2029
Fifth Year Period:	August 1, 2029 to September 30, 2030

At the end of the fifth year period, WSST may extend the contract for ninety (90) days contingent to non-resolved audit reviews or other unforeseen circumstances that require an extension. Otherwise, the term of the contract will remain as described above.

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).

2.3 RFP Authorized Contact

Bertha Millan
 Workforce Solutions for South Texas
 500 E. Mann Rd. Suite B5
 Laredo, Texas 78041
 Phone: (956) 722-3973
 Fax: (956) 725-2341
bertha.millan@southtexasworkforce.org

2.4 Procurement Schedule

RFP Public Notice	May 18, 2025
RFP Issuance Date	May 19, 2025
Bidder's Conference	None
Deadline for Written Questions	May 23, 2025 by 12 pm (CST)
WSST Posts Responses to Written Questions	May 27, 2025
Proposal Submission Deadline	June 30, 2025, 12:00 P.M. (CST)
Proposal Evaluation	July 1 - 17, 2025
Board Approval	July 24, 2025
Contract Start Date	August 1, 2025

2.5 RFP Submission Information and Proposal Due Date

1. Response Deadline

The response deadline is **12:00 P.M. (CST) on June 30, 2025**. Proposals must be officially received by this deadline. Official receipt of proposals will be entered on a receipt log, and a receipt confirmation will be issued by WSST, only if requested by the bidder. **Faxed or e-mailed proposals are not acceptable. Proposals received after the indicated due date and time will not be accepted or considered.**

2. Submission Information

Proposers may mail or hand deliver proposals to the address listed below:

Workforce Solutions for South Texas
Attention: Bertha Millan
500 E. Mann Rd. Suite B5
Laredo, Texas 78041

3. Proposal Content

Proposer must submit one (1) original and three (3) copies of the completed proposal. Submit one (1) electronic copy of the Proposal on a USB Drive. The bidder is responsible for ensuring that the copies contain all of the required elements of the proposal. Incomplete copies may result in the bidder being deemed nonresponsive to the RFP. Any proprietary information should be clearly marked as confidential. All proposals and their accompanying attachments will become the property of WSST Board after submission and will not be returned. **The proposal must be in the exact order as follows:**

- 1. Cover Page**
- 2. Statement of Work**
- 3. Budget**
- 4. Certifications**
- 5. Attachments**

4. 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 RFP in a clear and concise manner.

2.6 Bidders Conference

A bidders' conference will not be held.

2.7 RFP Written Questions

Questions regarding this solicitation shall be submitted via email to procurement@southtexasworkforce.org Deadline to submit questions is May 23, 2025 by 12 PM (CST) Verbal questions will not be accepted or responded. A question and answer document regarding questions received be posted at: www.southtexasworkforce.org (About Us Tab select Procurement) by close of business on May 27, 2025.

2.8. Eligible Respondents

Respondents to this solicitation must meet the following requirements:

- A. Certify 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 or State of Texas department of agency.
- B. Be licensed to practice in Texas; legally authorized to do business in the State of Texas; and be "in good standing" by the Texas Comptroller of Public Accounts.
- C. Certify the audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
- D. Certify the firm complies with Texas Board of Public Accountancy by providing the firm's most recent Peer Review report.
- E. Experience in conducting single audits, particularly of entities operating with federal and State workforce funds.

PART THREE-SCOPE OF WORK

3.1 Scope of Work

1. The auditor will conduct an audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
2. The auditor will report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
3. The auditor will report on compliance for each major program and on internal control over compliance required by the Uniform Guidance and the State of Texas Single Audit Circular.
4. WSST requires, at a minimum the following audit reporting package:
 - A. Financial Statements that reflect WSST's financial position, results of operations or changes in net assets, and where appropriate, cash flows for the fiscal year audited.
 - B. Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
 - C. Report on compliance for each major program and on internal control over compliance required by the Uniform Guidance and the State of Texas Single Audit Circular.
 - D. Schedule(s) of Expenditures of Federal and/or State Awards. The schedules may, but are not required to, include additional information requested by the awarding entities that make the schedules easier to use. At a minimum, the schedules must:
 1. Show State awards expended separate from federal awards expended (even if the State funds are awarded within the federal funds as one program).
 2. List individual federal and/or State programs by federal and/or State agency. For programs that are included in a cluster of programs, list individual programs within each cluster of programs, and provide the applicable federal agency name.
 3. For federal and/or State awards received as a subrecipient, the name of the [pass-through entity](#) and identifying number assigned by the pass-through entity must be included.
 4. Provide total federal and/or State awards expended for each individual program, the program name, the program number if a number is used, Catalog of Federal Domestic Assistance (CFDA)

title and number (if used to identify the program), or other relevant identifier when the program or CFDA information is not available. For a cluster of programs also provide the total for the cluster.

5. Include the total amount provided to subrecipients from each Federal program.
6. Include notes that describe that significant accounting policies used in preparing the schedule, and note whether or not the entity elected to use 10% de minimis cost rate as covered in the Uniform Guidance, §200.414 Indirect (F&A) Costs.

E. Schedule of Findings and Questioned Costs.

F. Summary Schedule of Prior Audit Findings.

5. Data collection form to the federal clearinghouse within required timeframes.
6. Complete Form 990 and related extensions.

PART FOUR - INFORMATION TO BE PROVIDED

4.1 Organizational Qualification Statement (Total 40 Points)

In a narrative of unspecified length, address the following:

1. How many full-time, permanent employees are in your organization and what are their names and job titles? How many contract employees do you use and in what capacity?
2. Name the principals in your organization and provide their length of service with the organization, titles, and a brief description of their areas of responsibilities. Which principals, if any, would be assigned to WSST project?
3. Who controls the management of your organization?
4. List the project team you would assign to WSST and describe the members' qualifications and work experience, particularly their experience in auditing of federal and State workforce programs. Describe their professional credentials and provide their resumes.
5. How would WSST liaison work with your organization's management?
6. Will you use subcontractors or contract employees in your Board project? If yes, describe how they will work with your project team to conduct audit and tax services.
7. List clients you have worked for in the past five years that gives your organization comparable experience to that required for this project. Provide reference information (contractor name, contact name and title,

date of services, type of services, address, and telephone number) for these clients so we may contact them.

8. List any of our current contractors that your firm is or has conducted audits for over the past five years.
9. List professional organizations to which principals, members of the proposed Board project team, or the firm belong.

4.2 Proposal for Services (35 Points)

Provide a narrative of no more than 5 pages for the following:

1. Your firm's demonstrated experience in providing Single audits and tax services for non-profit organizations.
2. The firm's approach to audit and tax services for this engagement to include staff assignments and sampling techniques.
3. Proposed dates and timelines.

4.3 Budget (25 Points)

Provide a budget and budget narrative that describes the hourly rate by position title, and number of hours proposed to complete the scope of services. Also, detail estimates for travel expenses and any other related costs.

4.4 Historically Underutilized Business (5 Points)

Historically Underutilized Businesses (HUB's) must indicate the HUB certification number and the certifying agency on the cover sheet and attach a copy of the notice of certification.

PART FIVE – GOVERNING PROVISIONS AND LIMITATIONS

Violation of any of the following provisions may cause a proposal to be rejected.

- A. The purpose of this RFP is to ensure maximum, open, free competition in the solicitation of and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it obligate WSST to award any contract or to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WSST. WSST will not pay any costs for the preparation of a response to this RFP.
- B. It is the policy of WSST to encourage and support equal opportunity in the purchase of goods and services. WSST shall comply with all Equal Opportunity requirements in the procurement of all goods and services.
- C. WSST reserves the right to accept or reject any or all proposals received, or to cancel or reissue this RFP in part or its entirety.
- D. WSST reserves the right to award a contract for any services or groups of services solicited via the RFP in any quantity WSST determines is in its best interest. It further reserves the right to make no award as a result of this solicitation for any services or group of services if in WSST's best interest.

- E. WSST reserves the right to correct any error(s) and/or make any changes to this solicitation as deemed necessary. WSST will provide notification of such changes to all bidders recorded in WSST's Receipt Log as having submitted a response to this RFP.
- F. WSST reserves the right to negotiate the final terms of any contract awarded as a result of this solicitation with the bidder selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of WSST area.
- G. WSST reserves the right to contact any individual or entity listed in the proposal that may have knowledge of the proposer's experience, performance and qualifications.
- H. WSST reserves the right to terminate or cancel this RFP and any contract action if funding is not available.
- I. Proposers shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee or agent of WSST for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder. In addition, no employee, officer, or agency of WSST shall participate in the selection, award or administration of contract supported by grant funds if a conflict of interest, real or apparent, would be involved.
- J. Proposers shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures or subcontracts.
- K. All responses submitted must be original work products of the Respondents. The copying, paraphrasing or other use of substantial portions of the work product of others and submitted hereunder as original work of the Respondent is not permitted. Failure to adhere to this instruction may cause the Response(s) to be disqualified and rejected.
- L. The contents of a successful proposal may become a contractual obligation if selected for award. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer as a basis for release of proposed services at stated price/cost.
- M. WSST reserves the right to request clarification of, explanation for, or verify any aspect of a response to this RFP, and to require the submission of any price, technical, or other revision to the RFP that results from negotiations conducted.
- N. WSST reserves the right to award to other than the lowest proposer.
- O. WSST reserves the right to award without discussion.
- P. WSST reserves the right to reject any proposal that fails to conform to the essential requirements of the RFP.
- Q. WSST reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.
- R. Proposers shall not contact any Board member or Board staff, with the exception of the RFP contact person, during solicitation or evaluation period.

- S. Proposers may be contacted during the evaluation process to provide clarification on the submission of the proposal.

PART SIX - PROPOSAL EVALUATION AND SELECTION PROCESS

6.1 Determination of Responsiveness

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

6.2 Evaluation Criteria

The process for evaluation proposals includes: (1) review and scoring by Board staff or designee; and (2) review and approval by WSST Board of Directors. All proposals determined to be responsive will be evaluated using the criteria listed below:

A. Organizational Qualifications	40 points
B. Proposal for Services	35 points
C. Budget	25 points
D. HUB (Historically Underutilized Business)	5 Bonus Points
Total 105 Points	

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

6.3 Debriefing and Appeal Process

WSST is the responsible authority for handling complaints, disputes or protest regarding the procurement and proposal selection process at the local level. No protest shall be submitted to the grantor (State) until all administrative remedies at the Grantee (Board) level have been exhausted. This includes, but is not limited to disputes, claims, protest of selection or non-selection for award, source evaluation or other matters of a contractual or procurement nature. Matters concerning violations of law shall be referred to such authority as may have proper jurisdiction. All proposers will be notified by email of the final results of the procurement process within ten (10) business days following the final selection decision of WSST.

Issues Subject to Appeal – Vendors/proposers/bidders affected by procurement actions or decision of Board may appeal pursuant to this policy and procedures as to the following issues:

- The action or decision of WSST is alleged by the Proposer to be in violation of applicable federal and/or state law, regulation or policy regarding procurement and selection; or
- The action or decision of WSST is alleged by the Proposer to be based upon an error of material and relevant facts; or
- The action or decision of WSST is alleged by the Proposer to be invalid because of an alleged denial or procedural due process.

Issues Not Subject to Appeal – Unless substantiated by material and relevant facts, the scoring and ranking of proposal is not subject to appeal. An appeal cannot be submitted based solely on the belief that the appealing party believes their proposal is better than the one selected for contract negotiations/award.

STEP 1: Request for Debriefing - Proposers not selected by this procurement process may appeal the decision by submitting, within ten (10) business days of the receipt of WSST notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The Request for Debriefing must be sent by email to:

- Bertha Millan, Workforce Development Supervisor/EO Officer/504 Coordinator bertha.millan@southtexasworkforce.org
- Subject line: RFP CCS Management and Operations Request for Debriefing [Proposer's Name]

WSST shall acknowledge receipt of the Request for Debriefing within ten (10) business days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible and no later than ten (10) business days from the receipt of the Request for Debriefing.

STEP 2: Debriefing - 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. Debriefings serve an important educational function for new proposers. Debriefings will help to

improve the quality of future proposals. Additionally, staff receives direct feedback to help improve future procurements.

During pre-award debriefings, proposers are entitled to receive (1) WSST Board's evaluation of the offeror's proposal and (2) a summary of the rationale for eliminating the offeror from the competition. Proposers **are not** entitled to (1) the number of offerors, (2) the identity of other offerors, (3) the content of other offeror's proposals, (4) the ranking of other offerors, (5) the evaluation of other offerors, (6) a point by point comparison of the debriefed offeror's proposal with those of other offerors, or (7) any other information that is confidential by law or excepted from public disclosure under the Public Information act.

STEP 3: Written Notice of Appeal – If, after the debriefing, the appealing party wishes to continue with the appeals process, they must submit to WSST a Notice of Appeal.

The written notice must clearly state that it is an appeal and identify the decision being appealed and include the name, address, and phone number of appealing party and the grounds of the appeal. The notice of appeal must be received by the WSST Executive Director within ten (10) business days of the date of the debriefing. The Notice of Appeal must be sent via e-mail to:

- Rogelio Trevino, Executive Director rogelio.trevino@southtexasworkforce.org
- Subject line: RFP CCS Management and Operations Notice of Appeal
[Proposer's Name]

STEP 4: Formal Hearing - Upon receipt of the Notice of Appeal, the WSST Executive Director will contact the proposer to arrange for a Formal Hearing to be held within ten (10) business days of receipt of the Notice to Appeal. The Formal hearing will be held either virtually or at a designated place and a date and time to be mutually acceptable to both parties. The WSST Executive Director shall issue a written final decision resulting from the Formal Hearing within 30 calendar days of receipt of the Notice to Appeal.

STEP 5: Appeal to State – If the appeal is not resolved at the WSST Formal Hearing, the proposer may appeal to the Texas Workforce Commission within 14 calendar days of the date of the WSST Executive Director's final decision. 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.

Proposal Cover Sheet

Is bidder certified as a historically underutilized business? ☐ Yes ☐ No
If yes, attach copy of certification

Attachment B
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 C
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 or Staff of the WSST;
- (3) No member of WSST Board or employee of the WSST 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 is a manager or paid consultant of the Proposer;
- (5) No member of the WSST Board, or employee of the WSST, 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 and shall immediately refund to the WSST 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 WSST 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, Part 20.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____

Attachment D
Certification Regarding Drug-Free Workplace

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Workforce Solutions South Texas determines to award the covered transaction, grant or cooperative agreement.

DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

- A. The applicant certifies that it will or will continue to 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 grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an on-going drug-free awareness program to inform employees to include:
- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs;
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
 - (5) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (A);
- C. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and
 - (2) 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 a conviction;
- D. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (C)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title to the Executive Director Workforce Solutions South Texas. Notice shall include the identification number(s) of each affected grant.
- E. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee(s) to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposed by a Federal, State, or local health, law enforcement, or other appropriate agency;

F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D) (E) and (F).

G. 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 (street address, city, county, state, zip code)

Check here __, if there are work places on file that are not identified in this certification.

Signature of Authorized Representative

Date

Printed Name and Title

Attachment E
Certification Regarding Lobbying

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants))." The certifications shall be treated as a material representation of fact upon which reliance will be placed when Workforce Solutions South Texas determines to award the covered transaction, grant, or cooperative agreement.

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies 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 any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant 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 times (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all Sub-recipients shall certify and disclose accordingly.

Signature of Authorized Representative

Date

Printed/Typed Name

Printed/Typed Title

Attachment F

Certification Regarding Texas Corporate Franchise Tax

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 entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

☐

The subcontracting entity is a for-profit corporation and certifies that is not delinquent in its franchise tax payments to the State of Texas.

☐

The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative/ Date

Attachment G Certification of Bidder

I hereby certify that the information contained in this proposal and all 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, board member or agent of the WSST has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the request for proposal and that this organization will comply with all pertinent regulations, board policies, and other applicable local, state and federal regulations and directives in the implementation of these programs. I certify that I have read and understand the Governing Provisions and Limitations and the Administrative Requirements and Procedures sections of this RFP and will comply with the terms.

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

from the corporation, partnership, or sole proprietorship, or other eligible entity named as a proposer and Respondent herein and that I am legally authorized to sign this proposal and submit it to the WSST on behalf of said organization by authority of its governing body.

Person Authorized to sign for the organization	Board member signature of authorizing Board
Signature:	Signature:
Printed Name	Printed Name
Title	Title
Date	Date

Subscribed and sworn to before me on this _____ day of _____, 2025 in _____
(city), _____, (county), _____ (state).

Notary Public in and for _____ County,

State of _____ Commission expires: _____

[SEAL]

Attachment H
General Assurances

We understand and agree that this proposal is not a contract and does not obligate the WSST to pay for costs incurred in the preparation of this 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 deem necessary by the WSST, however, we agree to abide by the contract provisions contained in the proposed contract.

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

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of the WSST prior to execution of a contract.

We understand and agree that the WSST 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 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/Workforce Innovation Opportunity 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. 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 Request for Proposals issued by the WSST.

Signature _____ **Date** _____

Printed Name and Title _____

Attachment I
Certification on the Use of Public Subsidy Restriction

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).

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 for 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."

Name and Title of Authorized Representative

Signature

Attachment J
Certification of Non-Discrimination & Equal Opportunity

If awarded funding, Contractors must conduct all programs and services in accordance with provisions of the following laws:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Titles VIII of the Civil Rights Act of 1968, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as related to Minimum wage and maximum work hours;
- The Age Discrimination Act of 1975, as amended;
- Drug Abuse Office & Treatment Act of 1972, as amended
- Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended
- Public Health Service Act of 1912, Section 523 & 527, as amended
- Americans with Disabilities Act, as amended;
- The Women in Apprenticeship and Non-Traditional Occupations Act, as amended;
- CFR 37.4 - Implementation of the Nondiscrimination And Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014
- CFR 37.20 - Implementation of the Nondiscrimination And Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014
- Public Law 105-220, Workforce Innovation and Opportunity Act (WIOA) of 2014
- 20 CFR Part 652 et al Workforce Innovation and Opportunity Act (WIOA) of 2014
- Section 188 of the Workforce Innovation and Opportunity Act (WIOA) of 2014; and
- Contractors may not deny services under any grant to any person and are prohibited from discrimination against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief, citizenship or his or her participation in any WIOA or other financially assisted program and/or activity.

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 and Date

Printed Name and Title