



**REQUEST FOR PROPOSALS**  
**FOR**  
**THE OPERATION AND MANAGEMENT OF THE**  
**WORKFORCE INNOVATION and OPPORTUNITY ACT (WIOA)**  
**YOUTH SERVICES PROGRAM**

**Release Date: May 19, 2025**  
**Submission Deadline: June 30, 2025 by 12 pm (CST)**

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## **PART 1 Introduction and WSST Board Background**

The Workforce Solutions for South Texas (WSST) Board serves as the leadership and governing body for the Jim Hogg, Webb, and Zapata counties workforce system. The WSST Board of Directors represents 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 South Texas Workforce Development region, in accordance with the Texas Workforce Act (House Bill 1863 and Senate Bill 642). The Workforce Solutions for South Texas Board is one of the 28 workforce boards established by the Texas Legislature in 1995. The Board is organized as a non-profit corporation in the State of Texas, with tax-exempt status under IRS code 501©3. The WSST Board is responsible for the strategic and operational planning, oversight and evaluation of federal and state funded workforce programs in the region.

WSST Board serves as the designated grant recipient and administrative entity for workforce development program funds allocated to the WSST workforce development region including Workforce Innovation and Opportunity Act (WIOA) (Adult and Youth), Temporary Assistance for Needy Families (TANF/Choices), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Employment Services (ES), Trade Act Services, and Child Care Services.

**Vision:** The vision of the WSST Board is to establish and enhance a workforce development center that creatively changes and adapts to serve the needs of employers, job seekers and the general public with efficient and effective services by promoting awareness amongst stake holders, creating partnerships with other community organizations, encouraging harmony of political focus on workforce issues in the market place.

**Mission:** The mission of the WSST Board is to build a workforce system that will meet the needs of economic development and prepare the workforce to compete in a changing global economy.

**Goals and Objectives:** The WSST Board Goals and Objectives for workforce development in the region include:

**Goal 1: Develop a dynamic and integrated workforce development system that meets the needs of job seekers and employers.**

- Strengthen and improve service delivery system throughout the workforce development region.

**Goal 2: Expand and improve business-driven workforce development system where employers and job seekers have access to a network of information and services.**

- Facilitate marketing strategies for employer input and develop new and innovate systems for educating South Texans.
- Provide training and technical assistance to education institutions on the changing needs of job seekers and employers.
- Continue improving the integration of workforce development programs and services.
- Ensure that local labor market information resources are available electronically.
- Provide labor market information systems on the Internet through the Resource Rooms at the WSST Workforce Center.

**Goal 3: Increase the effectiveness of the One-Stop Service Delivery Network**

- The One-Stop concept will be utilized to ensure that persons seeking services from the WSST Workforce Centers are readily available without duplication of effort.

**Goal 4: Ensure access to literacy, education, and workplace skills training.**

- Partner with literacy and education agencies.
- Develop strong partnerships with literacy and education agencies through Memoranda of Understanding.
- Set priorities of service for specific targeted populations, including job seekers with basic skill deficiencies and employment barriers.

**Goal 5: Develop and maintain a high quality workforce.**

- Establish and maintain priority of service for the workforce development region, which addresses clients with basic skill deficiencies and employment barriers to increase earnings towards self-sufficiency.
- Dropout prevention is a priority.
- Create partnerships with independent school districts and post-secondary institutions to develop programs for youth by providing post-secondary career path opportunities and training.

**Goal 6: Develop initiatives to address workforce skills development that would enable clients to attain marketable skills in demand occupations, which will promote earnings gain and self-sufficiency.**

- Establish and maintain priority of service for the workforce development region, which addresses clients with basic skill deficiencies and employment barriers to increase earnings towards self-sufficiency.

## **PART 2 General Information**

### **2.1 Workforce Innovation and Opportunity Act (WIOA)**

The Workforce Innovation and Opportunity Act (WIOA) Public Law No: 113-128 was signed into law on July 22, 2014 with the intent of strengthening the workforce system through innovation and alignment of services to promote individual and national economic growth. As a result, this procurement has been designed to capture required elements to ensure compliance with WIOA parameters.

### **2.2 Purpose of the Request for Proposals (RFP)**

This Request for Proposals (RFP) solicits qualified applicants to provide services to eligible WIOA Youth program participants with a primary emphasis on serving out-of-school youth ages 16 to 24 and serving in-school youth ages 14 to 21 in the Workforce Solutions for the South Texas (WSST) service delivery area. Selected applicant must provide youth services in accordance with the Workforce Innovation and Opportunity Act, Public Law No: 113-128, and any related U.S. DOL, and Texas Workforce Commission (TWC) rules and regulations, policies, directives and the strategic board plan.

## **2.3 Procurement Standards/Method**

This RFP provides a uniform method for the procurement of specified services, providing for full and open competition. It contains the necessary background, information, requirements, and instructions for responding to this RFP. This procurement is conducted in accordance with OMB Super Circular or Omni Circular supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission's Financial Manual for Grants and Contracts. Services solicited under this RFP shall be procured under the competitive negotiation method of procurement.

## **2.4 Eligibility to Respond**

Entities possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with the WSST Board are encouraged to respond. Organizations (private for-profit, private non-profit, governmental, or faith-based); individuals or a team of individuals applying in collaboration with the intent of establishing a legal entity; and individuals proposing a personal contract arrangement are eligible to apply. The types of management that will be considered include but may not be limited to turnkey operations, management teams, joint ventures, and other alternative management models.

Applicants should have sufficient financial assets to provide adequate working capital for operations expense; and possess experience and program knowledge necessary to provide high standards of customer service and satisfaction while maintaining and exceeding program performance standards. The successful applicant will demonstrate in the proposal and through a pre-award review the capacity to perform the requested services and manage multiple funds to the WSST Board's expectations.

The WSST Board is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency. Under Texas House Bill 1863 and the Texas Government Code, the Board is prohibited from entering into a contract for the management and operation of workforce centers with any entity that provides workforce education or workforce training services.

Minority, disadvantaged and women-owned businesses that are certified by the State as Historically Underutilized Businesses (HUB) are encouraged to respond to this RFP.

## **Part 3 General Design Principles for WIOA Youth Programs**

### **3.1 WIOA Youth Services**

The Workforce Innovation and Opportunity Act (WIOA) intent is to strengthen the workforce system through innovation and alignment of services to promote individual and national economic growth. As a result, this procurement has been designed to support the vision of WIOA program. WIOA requires that 75% of the program allocation be utilized to provide services to Out-of-School Youth (OSY) and that no less than 20% of the entire program allocation is dedicated to fund work experience activities for both OSY and ISY eligible participants. WIOA includes a major focus on providing youth with work experience opportunities, one of the most important program elements.

### 3.2 WIOA Youth Services Objectives

WIOA requires the service strategy to be linked to one or more of the indicators of performance in WIOA sec. 116(b)2(A)(ii) and the strategy must identify career pathways that include appropriate education and employment goals. WIOA emphasis individual participant needs by an objective assessment and development of the individual service strategy. WIOA incorporates career pathways as part of both the objective assessment and development of the individual service strategy. The program design includes effective connections to employers, including small employers, high growth industry sectors and occupations in our local area.

### 3.3 WIOA Concepts

The Board seeks innovative proposals that reflect a clear approach to delivering comprehensive youth workforce program activities to disconnected youth. WIOA calls for customer-focused services based on the needs of the individual participant, youth must be closely involved in the proposed design and implementation of services to ensure their buy-in and needs are met. WIOA requires programs to address the critical need for youth to master the developmental tasks associated with soft skills job-readiness, which are key to long-term employment success.

By repositioning youth as an asset to employers with a need for skilled workers, the value of employers engaging the youth workforce system and programs is enhanced. Employers are critical partners that provide meaningful growth opportunities for young people through work experiences that give them the opportunity to learn and apply skills in real-world setting and ultimately jobs that young people are ready to fill given the opportunity. A variety of innovative workforce development activities must be available to assist youth in identifying personal and vocational interests and begin to establish employment goals.

### 3.4 WIOA Youth Definitions

**Definitions for Out-of-School Youth and In-School Youth** please see the descriptions below and for additional details.

**Out of School Youth is an individual who** is not younger than 16 and not older than 24 years at the time of enrollment in WIOA; is not attending secondary or postsecondary school at the time of eligibility determination of program enrollment in WIOA is made; and has one or more of the following barriers:

- A school dropout between the ages of 19 and 24 who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent;
- Between the ages of 16 and 18, has not received a high school diploma or high school equivalency certificate, and has not attended school for three consecutive months, excluding summer months when school is not in session (acceptable documentation includes, but is not limited to, self-attestation, WorkInTexas.com Case Notes, and school records);
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual (see Low-Income Exception) or lives in a high-poverty area and is either:
  - Basic skills deficient, as defined by WIOA §3(5); or
  - an English language learner, defined as an individual who has a limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language (acceptable documentation includes self-attestation, WorkInTexas.com Case Notes, or other acceptable documentation);

- Subject to the juvenile or adult justice system;
- Homeless; a runaway; in foster care, has aged out of the foster care system, or has attained 16 years of age and left foster care for kinship guardianship or adoption; a child eligible for assistance under §477 of the Social Security Act (42 USC §677); or in an out-of-home placement;
- Pregnant or parenting;
- Disabled; or
- A low-income individual or an individual who lives in a high-poverty area, who requires additional assistance to enter or complete an educational program or to obtain or retain employment.

**In-School Youth is an individual who is** not younger than 14 and not older than 21 years at time of enrollment in WIOA; is attending secondary or postsecondary school at the time the eligibility determination portion of program enrollment in WIOA is made; is low-income, as defined by WIOA §3(36), or lives in a high-poverty area (see the Low-Income Exception); and has one or more of the following barriers:

- Basic skills deficient, as defined by WIOA §3(5)
- An English language learner, defined as an individual who has a limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment where a language other than English is the dominant language (verified through self-attestation, a description in WorkInTexas.com Case Notes, or other acceptable documentation)
- An offender
- Homeless; a runaway; in foster care, has aged out of the foster care system, or has attained 16 years of age and left foster care for kinship guardianship or adoption; a child eligible for assistance under §477 of the Social Security Act (42 USC §677); or in an out-of-home placement
- Pregnant or parenting
- Disabled
- Requires additional assistance to complete an educational program or to secure or hold employment (WIOA §3(27) and §129(a)(1)(C)). No more than 5 percent of ISY served in the workforce area may be deemed eligible

### 3.5 WIOA Fourteen Program Elements

Proposers must describe how they will provide the WIOA Youth's fourteen program elements. If a proposer is sub-contracting to provide some of the required program element services, the proposal description must identify each sub-contract provider and must include a Letter(s) confirming services described in the proposal. The WSST workforce area Adult Education Literacy grant recipient is Laredo College (LC); proposers should address how collaboration will be done between programs to address some of the program elements.

Information referenced below as "Notice of Proposed Rule Making" (NPRM) may be found in the Combined State Plan for the Workforce Innovation and Opportunity Act (WIOA).

1. **Tutoring, Study Skills Training, and Instruction** and evidence-based dropout prevention and recovery strategies – that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.



### **WSST Expectations**

- *Academic services are expected to be provided in appropriate settings for youth and the service or activity.*
- *Pre-tests and Post-tests are to be administrated for academic services to ensure that the young person has achieved academic success.*
- *For formal instruction an appropriate instructor to student ratio is 1:12-15.*
- *Instructors and tutors are expected to have the proper education and background for the service being provided.*
- *Instructors and tutors are expected to record attendance and document each student's progress.*

**2. Alternative secondary school services or dropout recovery services as appropriate** - alternative secondary school instruction will be available through the AEL grant. *Co-enrollment between these two programs is encouraged to disconnected youth.* However, a bidder may offer dropout recovery services.

### **WSST Expectations**

- *Alternative Secondary School Services are to be conducted in appropriate alternative settings and meet the other expectations addressed in the academic element expectations.*

**3. Paid and Unpaid Work Experiences** that have an academic component and occupational education which may include summer employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training. Reference: NPRM §681.460 (a) (3) and further defined in NPRM §681.600 and WIOA section 129 (c) (4).

### **WSST Expectations**

- *Work Experiences are to be designed to provide real world experiences, including observations, hands-on activities and assigned tasks.*
- *Paid and Unpaid work experiences are to be designed in conjunction with the other elements on a year round basis.*
- *The service provider is to work with the Workforce Center staff to determine the appropriate paid/unpaid work experiences. Workforce Center staff determines the appropriate placement.*
- *Work experiences of all types are to be aligned to the WSST List of Demand Occupations and coincide with the youth participant's career goals and interests.*
- *All work experiences must have an assigned supervisor that will oversee each participant's workplace experience and who will communicate with the Workforce Center staff on achievements, challenges or issues the participant is experiencing.*
- *Unpaid work experiences should be designed from a service learning program model.*
- *Participants in unpaid work experiences may be provided with non-cash incentives provided by the service provider or Workforce Solutions for South Texas.*

4. **Occupational Skills Training** that aligns with the Board's approved demand occupations. Reference: NPRM § 681.540 for information about occupational skills training.

***WSST Expectations***

- *Occupational skills training offerings are to be aligned with the WSST List of Target Occupations*
- *Training shall be provided in an appropriate classroom or laboratory setting with a ratio of 1:12-15 between instructor and students.*
- *Service Providers must provide supporting documentation that illustrates the cost of the services that are offered to the general public.*
- *The Board shall utilize the Eligible Training Providers as the method to refer participants to Occupational Skill Training, although the provider may align services in conjunction with other activities.*

5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation, occupational cluster, or career pathway -** Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster. Reference: WIOA sec. 129©(2)(E)

6. **Leadership Development Opportunities** encourage responsibility, employability and pre-employment training, citizenship skills, life skills, decision-making skills, cultural diversity, community service projects, self-esteem building activities and real life skills. Peer mentoring and tutoring. Reference: NPRM § 681.520

***WSST Expectations***

- *Leadership development activities may be combined with other activities or be offered as stand-alone activities.*
- *Activities can be offered in classroom or non-classroom settings or on a group or individualized basis- or combined with a work experience, internship, etc.*
- *Leadership development activities include but are not limited to the following:*  
*Peer mentoring and tutoring; organizational and team work training, team leadership training; decision-making training, citizenship training, life skills training such as parenting, work behavior training, and personal financial management and budgeting, exposure to post-secondary educational opportunities, and community and service learning projects.*

7. **Support Services** such as childcare, transportation, work attire/related tools, etc. is provided through other WSST Contractors. Reference: NPRM § 681.570 for allowable support services.

***WSST Expectations***

- *A service provider may submit a listing of non-contracted supportive services at a cost available to the general public.*
- *The Board may utilize these services on individualized bases and shall pay on a cost per*

*unit basis, unless the service is available for free or paid by another agency.*

8. **Adult Mentoring** will be required for the period of program participation and a subsequent period; however, it will not be less than 12 months. Reference: NPRM §681.490

***WSST Expectations***

- *Mentors are properly screened and assigned to appropriate youth on the basis of needs and interests.*
- *Mentors are provided an orientation and ongoing training and support throughout the mentoring experience.*
- *Mentors are not the participant's primary career counselor, instructor, teacher, or their case manager or program coordinator.*
- *Mentoring may be part of the WIOA follow-up services.*

9. **Follow-up Services** for not less than 12 months after the youth are exited from the program. The type and intensity of follow-up services may differ for each participant; however, follow-up must include more than a single contact attempt made for securing documentation. Reference: WIOA sec. 129©(2)(I), NPRM §681.520 and 681.570

10. **Comprehensive Guidance and Counseling** activities to assist youth in making well thought out decisions regarding their education and career plans and goals. Reference: NPRM §681.510 and WIOA sec. 129©(I©(J)

***WSST Expectations:***

- *Workforce Center staff on an individualized basis arranges for guidance or counseling services with the participant if they are not already being provided by the service provider.*
- *The service provider shall notify the Workforce Center staff as they become aware of a participant's need for guidance and counseling services, if they are not already part of the participant's ISS.*

11. **Financial Literacy Education** to assist participants in creating real-life household budgets, initiate savings plans to make informed financial decisions. Reference: NPRM § 681.500

12. **Entrepreneurial Skills Training** to obtain information and knowledge about self-employment, business plans, planning and record keeping and required taxes.

13. **Services that Provide Labor Market and Employment Information** – career awareness, exploration and counseling

14. Activities to assist youth in the **transition to post-secondary education and training**

### **3.6 Selected proposer will offer:**

- An objective assessment of the academic levels, knowledge, skills and abilities of each participant
- Service strategies for each participant,
- Innovative meaningful activities that lead to the attainment of a secondary school or its recognized equivalent or a recognized post-secondary credential,
- Preparation for post-secondary educational and training opportunities
- Linkages between academic instruction and occupational career education that leads to a career path and attainment of recognized post-secondary credentials,
- Preparation for unsubsidized employment opportunities,
- Connection to local employers

Proposers will address how the following requirements will be met as part of an overall WIOA youth system design:

- Provide for an objective assessment of each youth participant, including a review of the academic and occupational skill levels and service needs, for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy. The objective assessment must include a review of:
  - ▯ basic skills;
  - ▯ occupational skills;
  - ▯ work experience;
  - ▯ employability;
  - ▯ interests;
  - ▯ aptitudes;
  - ▯ support service needs; and
  - ▯ developmental needs.
- Develop, and update as needed, an individual service strategy (WorkInTexas.com service code 413 – Individual Service Strategies (ISS) – Youth Funded) for each youth participant that:
  - is directly linked to one or more indicators of performance (as described in WIOA §116(b)(2)(A)(ii));
  - identifies appropriate career pathways that include education and employment goals;
  - considers career planning and the results of the objective assessment; and
  - prescribes achievement objectives and services for the participant; and
- Provide case management of youth participants, including follow-up services.
- 

### **3.7 Performance Measures**

In order to provide successful services to youth, a comprehensive accountability system must be in place to determine contractor's effectiveness in providing services. Contractors will be required to meet the current performance outcomes and process measures based on WIOA rules.

- Employed/Enrolled Q2 Post Exit - Youth
- Employed/Enrolled Q4 Post Exit -Youth
- Median Earnings Q2 Post Exit - Youth
- Credential Rate - Youth
- Measurable Skills Gains - Youth

The final performance measures may be more stringent following release by the Texas Workforce Commission. WSST Board staff will monitor measures regularly and written reports will be provided to selector proposer. Selected proposer will be expected to promptly address any problem areas.

### **3.8 Funds Available**

WSST Board **will** allocate a minimum of 75% of the total youth allocation to serve Out-of-School Youth (OSY), ages 16 - 24; and at least 20% of total youth allocation to be used for work experience activities such as summer employment, pre-apprenticeship, on-the-job training and internships.

The actual amount of contract award will be based on the proposed/approved budget, as well as WSST Board and WIOA procedures for use of public funds, i.e., that all costs be reasonable and necessary to carry out the planned functions, allowable and allocable to the proper grant/cost categories. The proposals deemed most advantageous to the WSST Board in terms of both quality and cost will be selected.

### **3.9 Contract Liaison**

Each proposer must name a responsible person within the proposing organization as Contract Liaison. This individual should be familiar with capabilities of the proposing organization, knowledgeable in contracting including financial budgets, and have the authority to negotiate contractual issues on behalf of the proposer.

### **3.10 Organizational Structure**

Proposers must have the technical competence, expertise in management and administration, professional staff, and administrative and fiscal management systems to accomplish the goals and objectives stated in this RFP and meet high standards of public service and fiduciary responsibility. Proposers may be a partnership or consortium, but details of which member organization has fiscal responsibilities for any resulting contract and how such partnership or consortium will operate must be worked out in advance, in writing, and included in the response to this RFP.

### **3.11 Self-Monitoring Activities**

Proposers must have a system of obtaining and reviewing key data on how the organization is functioning, including both management functions and educational services, to insure smooth and efficient delivery of services and timely accomplishment of contract goals, which must be delineated in the proposal.

### **3.12 Subcontracting**

Subcontracting is not encouraged; however, in certain instances, it may be allowed by the WSST. Any subcontractors must be specified in the proposal narrative, subcontractors must adhere to all standards that apply to the grant recipient.

## **PART 4 Governing Provisions and Limitations**

### **4.1 General Conditions**

This RFP is intended to ensure uniform information in the solicitation of proposals for the operation and management of the WIOA Youth Program. This RFP is not to be construed as a purchase agreement of contract or as a commitment of any kind; nor does it commit WSST to pay for costs incurred in the preparation of a response or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by WSST.

The entity selected for contract consideration must meet the requirements of WSST's key control certification system (Attachment B and C) to ensure the financial integrity of the entity or individual prior to contract execution.

The WSST or its designee will also conduct a pre-award review of the entity to include a financial integrity review prior to awarding a contract resulting from this procurement.

Entities selected through this procurement must comply with all Texas Workforce Commission (TWC) standards of conduct and conflicts of interest provisions.

All funds provided under contracts because of this procurement must be protected through bonds, insurance, escrow accounts, cash on deposit or other methods to secure the funds consistent with TWC rule 801.55. The method of securing funds available shall cover a loss of at least 10 percent of the total funds contracted as well as the value of any assets placed under control of the contractor. Proposers must demonstrate their financial capacity to safeguard these funds.

The entity selected for contract consideration must take appropriate steps to maintain the separation of the authority between the WSST Board and the contractor consistent with the terms of the contract.

The WSST Board reserves the right to accept or reject any or all proposals submitted. The WSST Board also reserves the right to make no award as a result of this RFP.

All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.

The intent of this RFP is to identify the various contract alternatives and estimates of costs for the services (or products) that are being solicited. The WSST Board is under no legal requirement to execute a contract from any proposal submitted.

This is a negotiated procurement utilizing the Request for Proposal method, and as such, the selection and award of contract does not have to be made to the respondent submitting the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies the WSST's criteria requirements and is determined to be in the Workforce Solutions for South Texas workforce development region's best interest.

Proposers shall not make contact with, or make offers of gratuities or favors, to any officer, employee or member of the WSST Board or Subcontractors. Violation of this instruction will result in immediate rejection of the proposal.

The WSST Board specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of the WSST Board.

The WSST Board reserves the right to increase or decrease the quantities or magnitude of the services requested at the time of award and/or throughout the term of this contract.

The contract resulting from this procurement will be for one (1) year, **October 1, 2025 to September 30, 2026**. At the end of the initial contract term, the contract may be renewed up to four (4) times in one-year increments at the WSST Board's discretion based on an annual performance review of the contractor and availability of funding. A contract closeout will be required at the end of each year. The contract budget will be negotiated annually. No carryover/carry forward of funds will be included in the next year's contract.

All proposals and their accompanying attachments will become the property of WSST Board after submission. Materials submitted will not be returned.

The contents of a successful proposal may become contractual obligations, if a contract is awarded. Failure of the proposer to accept those obligations may result in the elimination of the proposal from the selection process. The contents and requirements of this RFP may be incorporated into any legally binding and duly negotiated contract between WSST Board and the selected bidder.

WSST Board will make payments within 30 days of receipt of invoice from vendor.

WSST Board reserves the right to cancel the contract if the vendor fails to perform as agreed or for convenience if it is in the best interest of the WSST Board workforce region.

WSST may request selected proposer(s) to participate in contract negotiations at WSST offices located at 500 E. Mann Road, Suite B5, Laredo, Texas 78041.

The WSST Board reserves the right to impose additional requirements and refinements in program design, performance measures and funding amounts during the course of the contract.

The WSST reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.

The WSST reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary.

WSST Board will provide notifications of such changes to all bidders recorded in the WSST official record (Distribution Log & Receipts Record) as having received or requested an RFP.

The WSST also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.

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 the WSST Board for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.

A contract with the selected provider may be withheld, at WSST Board sole discretion, if issues of contract or questions on noncompliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by WSST Board if resolution is not satisfactory to WSST Board.

WSST reserves the rights to clarify, explain or verify any aspect of a response to this RFP, and to require the submission of any price, technical or other revision to the proposal that results from any negotiations conducted.

WSST reserves the right to deem non-responsive or disqualify any proposal that in WSST's sole determination does not comply with or confirm to term, conditions and requirements of this RFP.

#### **4.2 Administrative Requirements**

Contractors must comply with audit requirements as set forth in the TWC Federal Manual for Grants and Contracts. A copy of the audit report for the last three (3) years, including management letter, must be submitted to the Board. Workforce Solutions reserves the right to conduct or cause to be conducted an independent audit of all funds received under a contract issued by the Board, notwithstanding the aforementioned requirement. Such audits will be conducted in accordance with applicable laws, rules, regulations, and established professional standards and practices.

Contractor must agree to comply with all rules, policies, directives and plans issued by the Board and the Texas Workforce Commission and all applicable laws, rules, regulations, policies, and directives governing the programs identified under this RFP.

All contractors are subject to compliance monitoring (fiscal and program). At any time during normal business hours, and as often as deemed necessary, staff of Workforce Solutions, TWC, the U.S. Department of Labor, other State and Federal agencies, or their duly authorized representatives shall have complete access to any and all records or papers that are related to a contract resulting from this RFP for the purpose of verifying performance and compliance with contractual terms and conditions, and applicable laws, rules, regulations, and policies.

Contractors must provide timely reports or information on clients, finances, performance, and program operations as may be requested or required by the Board.

Contractors shall be responsible for meeting or exceeding all assigned state, federal and local performance measures associated with programs that are part of this RFP and any resulting contract. Contractors shall also be responsible for any changes in performance measures that may occur during the contract period.

Contractors will be required to prepare and maintain participant and financial records in accordance with policies and instructions issued by the WSST. All records from a program and/or contract year must be retained for three (3) years from the date closeout reports are submitted and accepted by the WSST, unless any litigation, claim, negotiation, audit or other action involving the records has been initiated before the end of the retention period. Contractor must receive written authorization from the WSST for the disposition or destruction of records.

Contractors will be required to maintain a case file for each program participant in accordance with standards established by the WSST Board. Such files are considered the property of the Board and must be turned over to the WSST.

Contractors will be required to input data on WSST WIOA Youth Service customers into case management system in accordance with policies and manuals issued by the WSST and/or the Texas Workforce Commission. Contractors will be responsible for ensuring the integrity of all data, records and reports.

Contract must ensure that all data is entered in a timely and accurate manner.

Contractors will be expected to fully cooperate with the WSST Board in planning and implementing any changes to the workforce service delivery system.

Contractors will be expected to fully cooperate with the Board in the development and implementation of partnerships and collaborations with other community organizations to maximize resources and services for the benefit of workforce system customers. This includes any Memorandum of Understanding (MOU) or other agreement as may be entered into by the Board. This does not preclude the contractor from initiating such partnerships on their own.

Any and all purchases/procurements of goods and services by a contractor with funds received under a contract issued by the WSST Board must comply with all applicable federal, state and local laws, rules, regulations, and policies, including the requirements specified in the TWC Financial Manual for Grants and Contracts.

Indirect Rates or Management Fees must meet the requirements specified in the TWC Financial Manual for Grants and Contracts. Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective. All costs are allocable to a particular cost objective, such as a grant, project, service or other activity, in accordance with the relative benefits received. If indirect costs or an administrative fee will be a part of the budget, detail must be provided with



the proposal as follows: 1) the methodology used to arrive at the rate including a description of all costs included; 2) the amounts used per line item (i.e. salaries, supplies, etc.) to calculate the rate, and; 3) a description of the process used to reconcile the rate charged to the actual costs incurred; and an approved indirect cost rate approval from cognizant agency. WSST will not pay indirect cost for any direct customer service (i.e. ITA, support services, etc.)

The costs for administration must not exceed three (3) percent of the funds requested for the operation of the WIOA Youth Services. The amount for administrative costs will be negotiated with the selected entity.

Profit margins will be negotiated only with for-profit organizations. A fair and reasonable profit will be determined with consideration to the following: 1) complexity of work; 2) risk borne by contractor; 3) contractor's investment and; 4) quality of past performance. Under no circumstances shall profits exceed 10% of the contract amount (excluding any customer cost). Profit payments will be paid based upon contract quarterly performance schedules to be negotiated.

Proof of insurance is not a requirement for the submission of a proposal, but selected proposers will be required to obtain all insurances specified in this RFP and provide the Board with proper certificates or policies prior to commencing work under a contract resulting from this RFP. Workforce Solutions and its Board of Directors must be listed as an additional insured on each policy with waiver of subrogation.

General Liability – The contractor is required to carry a general liability insurance coverage for the institution sufficient to cover any liability that may arise from the performance of this contract. General liability insurance should cover bodily injury and property damage to a third party and personal injury; \$1,000,000 each occurrence or two million dollars aggregate is required. A reasonable deductible is allowed, not to exceed \$10,000.

WSST provides workforce center site accident/medical insurance for participants enrolled in activities not covered by worker's compensation.

If the contractor or their employees use motor vehicles in conducting activities under this contract, liability insurance covering bodily injury and property damage must be provided through a commercial insurance policy. Such insurance shall provide a minimum coverage of:

- \$100,000 liability per occurrence
- \$300,000 aggregate liability
- \$100,000 property damage
- Personal Injury Protection
- Uninsured Motorist Protection
- Maximum \$500 Deductible

If self-insured, the contractor warrants that it will maintain coverage sufficient to cover any liability specified above that may arise from the performance of this contract.

If the contractor warrants that it is a State Agency and that it is self-insured then the contractor must be able to pay any obligation that it incurs under the terms of this agreement including any liability that may arise from the performance of this contract. Additionally, the contractor shall ensure that all employees are covered by Workmen's Compensation insurance.

The portion of the cost of Workmen's Compensation insurance and other coverage that applies to Center employees should be included under personnel costs-other with detailed on the supporting schedule.

Fidelity Bonding – Contractors must provide a fidelity bond that indemnifies the Board and TWC against loss arising from a fraudulent or dishonest act of the Contractor's officers and employees holding positions of fiduciary trust. The Contractor must be the insured entity and the Board must be the assigned certificate holder. The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point. If the contractor desires to receive an advance of funds, bonding is required.

The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point. Such amount will be determined based on cumulative amounts drawn during any consecutive three-day period for single or multiple funding sources.

In addition, the Contractor must secure an additional amount of funds against loss as follows: if the amount secured by the Contractor's fidelity bond is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point, but is less than 10% of the funds subject to its control, the difference must be secured through bond, insurance, escrow accounts, cash on deposit, or other methods in accordance with the Texas Administrative Code, Title 40, Part 20, Rule 801.54 and the requirements of the TWC Financial Manual for Grants and Contracts, Chapter 3.

Crime Policy (ERISA included) – Contractors must have a Crime Policy (ERISA included) against acts of dishonesty, forgery or alteration, and computer fraud at \$1,000,000. Deductible may not exceed \$10,000.

Contractors must ensure that all activities and services provided pursuant to an executed contract comply with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, with respect to physical and program accessibility.

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

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as am
- Americans with Disabilities Act of 1990, as amended;
- Non-Traditional Employment for Women Act of 1991, as amended;
- Section 188 of the Workforce Innovation Opportunity Act of 2014; and
- All applicable rules and regulations issued under these laws.

Contractors shall not deny the benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment on the basis of race, color, national origin, sex, sexual preference, religion, age, physical or mental disability, temporary medical condition, political affiliation, belief or any over characteristic covered by state or federal law.

Contractors must comply with the Board's Marketing Standards and Guidelines regarding the use of contractor name and logo on all printed materials, advertising, and marketing.

#### **4.3 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](mailto: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](mailto: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

## **.PART 5 Procurement Process Information**

### **5.1 RFP Schedule of Procurement Process**

The following schedule of events is subject to change at the discretion of the WSST Board. All requestors of this RFP will be notified of any and all changes. All times shown in the RFP is Central Standard Time (CST).

Issuance of RFP	May 19, 2025
Bidders Conference	June 3, 2025 @ 11 AM (CST)
Deadline for Submitting Bidder's Questions	June 4, 2025 @ 12 PM (CST)
Questions and Answer Release	June 5, 2025
Courtesy Letter of Intent to Submit Proposal	June 6, 2025 by 12 noon
<b>Proposal Due Date</b>	<b>June 30, 2025 by 12 noon</b>
Phase One Review Period	July 1 – 17, 2025
Phase Two WSST Board Subcommittee Review	July 22, 2025
WSST Board Approval	July 24, 2025
Pre-Award and Contract Negotiation Begins	August 1, 2025
Contract Start Date	October 1, 2025

### **5.2 RFP Release**

Effective May 19, 2025, interested bidders may access the Request for Proposal (RFP) at the WSST Board's website at [www.southtexasworkforce.org](http://www.southtexasworkforce.org) (About Us Tab select Procurement) or may request a copy of the RFP by sending an email to [procurement@southtexasworkforce.org](mailto:procurement@southtexasworkforce.org). The point of contact for this procurement is:

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

[bertha.millan@southtexasworkforce.org](mailto:bertha.millan@southtexasworkforce.org)

Interested proposers may submit Attachment M – Courtesy Letter of Intent to Submit Proposal via email to [procurement@southtexasworkforce.org](mailto:procurement@southtexasworkforce.org) by 12:00 PM (CST) on June 6, 2025. The Courtesy Letter of Intent to Submit Proposal is not mandatory.

### **5.3 Virtual Bidders Conference and Question Answer Period**

A virtual conference call for interested bidders will be conducted on June 3, 2025 at 11 am (CST). Interested individuals may request the meeting invite by sending an e-mail to [procurement@southtexasworkforce.org](mailto:procurement@southtexasworkforce.org). Attendance is not mandatory, but strongly recommended.

Interested bidders may submit written questions to [procurement@southtexasworkforce.org](mailto:procurement@southtexasworkforce.org) beginning May 19, 2025 to June 4, 2025 by 12:00 PM (CST). The Questions and Answers (Q&A) document will be uploaded to WSST Board's website on June 5, 2025.

Board members, Board staff, and associated parties are precluded from entertaining any questions outside the bidders' conference and/or the written question process described above. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

To ensure that all prospective proposers have access to the most current RFP addenda, questions and answers, and other pertinent information updates will be posted to the Board's website during the procurement period, at [www.southtexasworkforce.org](http://www.southtexasworkforce.org). E-mail updates will be sent directly to all who submit the Courtesy Letter of Intent to Submit Proposal.

### **5.4 Submission of Proposals Deadline**

Proposals are **due no later than 12:00 P.M. (CST) on June 30, 2025**. Official receipt of proposals will be entered on a receipt log. Faxed or e-mailed proposals are not acceptable. Proposals submitted after the indicated due date and time will not be accepted. There will be no exceptions. Proposals must be sent to the address listed below:

**Workforce Solutions for South Texas  
Attention: Bertha Millan  
500 E Mann Road, Suite B5  
Laredo, TX 78041**

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.

Proposals may be withdrawn upon written request if made before the response deadline. The cost of returning proposals that are withdrawn shall be the responsibility of the proposer. Once the response deadline is passed, all proposals will become the property of WSST and will not be returned.

## 5.5 Contract Term Period

The contract resulting from this procurement will be for one (1) year, October 1, 2025 to September 30, 2026. At the end of the initial contract term, the contract may be renewed up to four (4) times in one-year increments at the WSST Board's discretion based on an annual performance review of the contractor and availability of funding. A contract closeout will be required at the end of each year. The contract budget will be negotiated annually. No carryover/carry forward of funds will be included in the next year's contract.

## 5.6 Eligible Proposers

Entities possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with the WSST Board are encouraged to respond. Organizations (private for-profit, private non-profit, governmental, or faith-based); individuals or a team of individuals applying in collaboration with the intent of establishing a legal entity; and individuals proposing a personal contract arrangement are eligible to apply. The types of management that will be considered include but may not be limited to turnkey operations, management teams, joint ventures, and other alternative management models.

Applicants should possess experience and program knowledge necessary to provide high standards of customer service and satisfaction while maintaining and exceeding program performance standards. The successful applicant will demonstrate in the proposal and through a pre-award review the capacity to perform the requested services and manage multiple funds to the WSST Board's expectations.

The WSST Board is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, and Participant's Responsibilities. The contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency. Under Texas House Bill 1863 and the Texas Government Code, the Board is prohibited from entering into a contract for the management and operation of workforce centers with any entity that provides workforce education or workforce training services.

Minority, disadvantaged and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFP.

## PART 6 Instructions for Submitting a Proposal

### 6.1 General Instructions

**Format** – Proposals must be typed in no less than 12-point font, and submitted on 8 1/2 x 11 inch paper in a three ring binder. No page limits; however, emphasis must be placed on addressing the requirements of this RFP in a clear and concise manner.

**Number of Copies** - **Four (4) complete hardcopies to include one (1) hardcopy marked as original. Submit a complete electronic copy in a USB flash drive or data storage device with original files in MS Word and MS Excel formats.** All documents submitted must be legible, complete and fully assembled. The bidder is responsible for ensuring that all hard copies and electronic copy contain all of the required elements of the proposal. 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.

Proposal Cover Sheet -- All items on the Proposal Cover Sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority--a person with the legal authority to negotiate and sign a contract on behalf of the proposing organization, the identified person must sign the various required certification forms.

Executive Summary -- The Executive Summary should be concise and be a summary of proposed innovative activities, collaborating partners, and proposed outcomes.

Narrative -- Submit a written response to each of the narrative elements contained in Part 6, identify each question by the assigned number found in each criteria section. Failure to follow the narrative format will result in a reduced evaluation score.

Professional References -- Proposer should include at least three (3) professional references, including fax and phone numbers. Indicate the relationship between the proposer and the reference.

Sequence of Submission -- Proposals must be submitted with elements in the following order:

- Proposal cover sheet (RFP Attachment A)
- One-page executive summary
- Proposal Narrative
- Resumes
- References
- Monitoring Reports-- Program and Fiscal
- Historically Underutilized Business Certification, (if applicable)
- Budget Forms [RFP Attachment B]
- Cost allocation plan and/or indirect cost rate approval
- Audits or financial statements for the three most recent years
- Proof of Incorporation or Agency Status
- Sub-contract Agreements
- Attachment C: Administrative survey
- Attachment D: Financial Survey
- Signed Certifications
- Attachment E: Debarment
- Attachment F Conflict of Interest
- Attachment G Drug Free Work Place
- Attachment H Lobbying
- Attachment I: Texas Corporate Franchise Tax
- Attachment J: Certification of Bidder
- Attachment K: General Assurances

- Attachment L: Public Subsidy Restriction
- Attachment M: Letter of Intent to Submit Proposal
- Attachment N: Certification of Non-Discrimination & Equal Opportunity

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.

Submit an electronic copy of the Proposal on a USB Drive.

## **PART 7 Proposal Review Standards and Criteria for Evaluation Process**

### **7.1 Minimum Standards of Review and Evaluation Criteria for Proposals**

Selection of the Contractor 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 proposal for WSST WIOA Youth Service Program contract negotiation. The process for evaluating proposals submitted in response to this Request is summarized below:

All proposals received by the submission deadline will be reviewed for responsiveness and compliance with the technical specifications contained in the RFP. The process for evaluating proposals submitted in response to this Request includes the following steps:

- **Phase One** - All responsive proposals will be subject to review and scoring. The Board will procure for qualified independent outside evaluators to review and score each responsive proposal using a standardized instrument provided by the Board. Evaluators will award proposals scores for specific criteria with the highest possible total being 115. Proposals that contain all of the required elements will be deemed responsive if they score at least 81 points based on the evaluation criteria listed below. Proposals will be ranked from highest to lowest average score, those with an average score of 81 or above will be notified to participate in Phase Two of the evaluation process.

<b>EVALUATION CRITERIA</b>	<b>Points</b>
(1) Organizational Capability and Capacity	<b>10</b>
(2) Demonstrated Experience/Effectiveness and Performance Excellence	<b>10</b>
(3) Management Design for Program and Performance	<b>20</b>
(4) Management Design for Staffing/Staff Development including Customer Service	<b>25</b>
(5) Quality Assurance	<b>15</b>
(6) Financial Experience and Organizational Stability	<b>15</b>
(7) Budget	<b>15</b>
(8) Historically Underutilized Business	<b>5</b>
<b>Total Possible Points – Phase One</b>	<b>115</b>
<b>Total Possible Points – Phase Two</b>	<b>10</b>



<b>Total Possible Combined Points</b>	<b>125</b>
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- **Phase Two** - During this phase, responsive proposers meeting the 81 points threshold, will be required to meet with the Program Development Committee for the Phase Two Evaluation process; the tentative date is **July 22, 2025**. Responses received during Evaluation Phase Two will be scored, up to ten points, by the Program Development Committee and will be averaged with the scores from the independent reviewer's scores (Phase One). The entity with the highest overall average score will be recommended to the Board.
- **Phase Three** - In concurrence with the Program Development Committee recommendation, the full Board on **July 24, 2025** will consider the selected entity and approve the recommendation to enter into contract negotiations or disapprove the recommendation.

## **7.2 Organizational Capability and Capacity – 10 Points**

This Criterion refers to the organization's ability to accomplish its work through the knowledge, skills, and abilities of its people directly and indirectly assigned to this Contract (i.e. qualifications and experience of staff). Review also includes the organization's ability to ensure sufficient management staffing to cover the amount of time proposed in their proposal, work processes, technology, etc. to successfully deliver proposed services.

Though not discounting the importance of knowledge and experience, the proposer must make clear how they will be an asset to the Board in achieving local goals and objectives through rigorous management, continuous improvement and excellence in the provision of WIOA Youth services. Areas for consideration under this category also include demonstrated effectiveness in the application of continuous improvement, problem solving and community involvement strategies for WIOA Youth programs.

## **7.3 Demonstrated Experience/Effectiveness and Performance Excellence – 10 Points**

This criterion includes a review of demonstrated ability to successfully manage and implement planned programs in previously funded workforce system youth programs. The proposing entity must demonstrate a history of successfully providing the same or similar services to those specified in the RFP, specifically relating to the types of activities, targeted populations, performance outcomes (measures/targets), expenditure benchmarks, contractual compliance, etc. and resolution of monitoring/audit issues. Experience in utilizing quality principles and customer focus in an effective management system should be demonstrated. Experience in the transition phase of WIOA Youth Services.

Proposal must demonstrate that the proposer(s) have the required skills and experience to successfully operate the WSST WIOA Youth Service program. Performance data and monitoring reports submitted with this proposal will be a part of this criteria review.

## **7.4 Management Design for Program and Performance - 20 Points**

This area will examine the proposed overall approach, design, strategies, processes, etc. in delivering services and to effectively and efficiently manage and operate the WIOA Youth program, in support of the Board's mission, vision, goals, expectations and performance requirements.

Other areas of review will include outreach and recruitment of targeted populations strategies, collaboration; how WIOA Youth needs will be identified and matched to the appropriate required elements of service; monitoring systems; and use of data to improve services.

The successful proposer(s) should show that their proposed approach offers the ten required program elements and activities, as well as coordination of services with other service providers in the WSST workforce region, to meet and exceed performance expectations of the WSST Board. The proposal should demonstrate a comprehensive collaborative approach to using community resources to meet the needs of WIOA Youth. Proposed collaborative and leverage partnerships should be identified in the proposal.

#### **7.5 Management Design for Staffing/Staff Development including Customer Service – 25 Points**

The proposer must demonstrate understanding of performance measures and the ongoing management of these measures. The successful proposer must demonstrate a thorough understanding of programs and services offered in the Workforce Solutions for South Texas workforce development region, and the needs of employers, job seekers, and partner agencies.

Evaluation for proposers with experience in management of WIOA Youth programs will include a review of the proposed staffing plan to implement the program design, and it must offer a high performance approach to management that will effectively integrate community resources and that will meet and exceed program performance goals for the South Texas region.

#### **7.6 Quality Assurance – 15 Points**

This Criterion will evaluate the proposed method of conducting monitoring, corrective actions, implementation and follow-up. This will also encompass proposed strategies to ensure compliance with program regulation, Board policies and local operating procedures, including, but not limited to, data entry, data integrity, case management, support services provisions, internal monitoring tools, etc. This will also encompass proposed strategies for how reports be reviewed and utilized.

Consistent with the performance oriented management approach, the successful proposer(s) must demonstrate an understanding of and capability for implementing a comprehensive and rigorous approach for continuous quality improvement strategies for WSST WIOA Youth Service staff that focuses on achieving the quality of service expectation listed in the RFP.

#### **7.7 Financial Experience and Organizational Stability – 15 Points**

This Criterion includes demonstrating effective financial performance under contracts with Workforce Development Boards by meeting all fiscal expenditure goals and the ability to utilize funds to derive organizational strategic objectives. (See TWC Rule 801.54).

The proposing entity must demonstrate that it is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, financial resources, financial capacity, and fiscal knowledge in accordance with federal, state and generally accepted accounting practices.

The proposer's audits, financial statements, and monitoring reports submitted with this proposal will be a part of this review.

#### **7.8 Budget – 15 Points**

Budgets will be reviewed to determine that proposed costs are reasonable, necessary, allocable and allowable. Cost reasonableness will be determined by comparing each proposer's proposed cost to other proposals, and to existing market rates paid for management of workforce center systems in Texas with similar workforce budgets. Other areas of review will include: cost allocation methodology, competitive indirect rate or management fees, overhead costs, profit, budget narrative and justification of costs, in-kind or matching funds. As an independent contractor, all associated costs should be included in the proposed

budget including center staff, all management, quality assurance, indirect costs and profit, if applicable. All overhead costs corporate and local shall be allocated to the benefitting cost objectives (programs, cost categories, budget line items, etc.) using a direct charge method in lieu of an indirect cost rate. The amounts and allocation methods of all overhead, corporate, direct services, and any other costs directly or indirectly benefitting this project shall be documented in an FMGC Chapter 11 compliant cost allocation plan.

This criterion also relates to the proposer's capability to bring value added tools, processes and resources that are above and beyond and will enhance what is basically required to operate the centers. All costs must be fully explained and justified in the budget narrative.

### **7.9 Historically Underutilized Business (HUB) – 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.

### **7.10 Instructions for Cover page and Executive Summary**

The Cover page provides the basic information about the proposing organization, program, and budget. The authorized signature of the CEO on the Cover Page attests that the information in the proposal is accurate and true and thus serves as the formal letter of submission by the proposing organization.

## **PART 8 Narrative Statement of Work**

### **8.1 Instructions for Proposal Narrative Statement of Work**

Every question in the Statement of Work is required to be answered in a thorough manner that remains focused on the topic in question. Be concise and to the point.

In answering the questions avoid the following:

- Imposing responsibilities on any party that has not agreed to those responsibilities in advance. A memorandum of understanding is to be submitted if you assign responsibilities to another party.
- Including promises to perform an activity or provide a service that your organization does not have the capacity to provide or ensure.
- Making assumptions that the readers of your proposal know or understand your organization, its capacity, activities, services or budget assumptions.
- Using jargon and abbreviations that may not be understood outside your organization or industry.

<b>EVALUATION CRITERIA</b>	<b>Points</b>
<b>(1) Organizational Capability and Capacity</b>	<b>10</b>
<b>(2) Demonstrated Experience/Effectiveness and Performance Excellence</b>	<b>10</b>
<b>(3) Management Design for Program and Performance</b>	<b>20</b>
<b>(4) Management Design for Staffing/Staff Development including Customer Service</b>	<b>25</b>
<b>(5) Quality Assurance</b>	<b>15</b>
<b>(6) Financial Experience and Organizational Stability</b>	<b>15</b>
<b>(7) Budget</b>	<b>15</b>
<b>(8) Historically Underutilized Business</b>	<b>5</b>
<b>Total Possible Points – Phase One</b>	<b>115</b>
<b>Total Possible Points – Phase Two</b>	<b>10</b>
<b>Total Possible Combined Points</b>	<b>125</b>

## **8.2 Organizational Capability and Capacity – 10 Points**

- ❖ Provide a brief history of your organization; include year established, location of home/corporate office, and locations of any regional offices, number of employees, and other lines of business.
  - If you are submitting a proposal as a partnership, consortium or joint venture the roles and responsibilities of each party and identify the lead entity. A copy of the partnership, consortium or joint venture agreement must be included as an attachment.
- ❖ Present your proposed organization chart and delineate how the WSST proposed staff positions and lines of responsibility would fit in the corporate organization, include all administrative staff.
- ❖ Describe your management strategies for efficiently and effectively achieving the Board Goals
- ❖ Please identify and explain proposed strategies for exceeding each of the required Texas Workforce Commission's performance outcomes of contracts for the WIOA Youth Program.
- ❖ Describe the organization's experience in working with low-income youth that have barriers to academic and occupational success. (In your response, include specific data that demonstrated your organization's success working with these youth).
- ❖ Provide three (3) references from organizations you have contracted with during the past year. Include name of contact person, mailing address, phone number, and e-mail.
- ❖ Provide a brief synopsis of all assigned (corporate) management staff, by position and major responsibility include:
  - Types and tenure of management roles in the workforce system
  - Responsibilities
  - Number of staff managed directly and indirectly
  - Size of the budget managed

- ❖ Describe how management will coordinate with local Project Director and WSST Board staff to ensure the successful operation of the WSST WIOA Youth Program.
- ❖ Describe your organization's philosophy and beliefs about youth and their academic and occupational growth and development.
- ❖ Describe how the services and activities proposed in this statement of work support those philosophical beliefs.
- ❖ Describe in detail corporate management communication mechanism for local Project Director on contracted performance compliance measures, monitoring findings, observations and repeat findings and follow-up?

### **8.3 Demonstrated Experience/Effectiveness and Performance Excellence - 10 Points**

- ❖ Describe your demonstrated effectiveness in managing people and systems to address customer focus, customer service and customer satisfaction.
- ❖ Describe your organization's experience over the past three years in the area of youth workforce development. (In your response, include a list of all relevant youth service contracts (current and for the past three (3) years). For each contract, provide the following:
  - Name of the workforce development region
  - Name of entity contracted with – name of contact person, mailing address, phone number, and e-mail.
  - Date(s) of contract(s)
  - The number of WIOA Youth Contracts
  - The number of staff managed
  - Workforce Programs included under the contract(s)
  - Largest number of youth served at any one time and year
- ❖ Provide as an attachment copies of program monitoring reports over the last three years from other Center operations contracts. Include TWC reports and Board monitoring reports.
- ❖ For each standard or measure not achieved in these other contracts, describe the corrective action you took to address these deficiencies, and the result of these actions.
- ❖ Discuss any legal proceedings or lawsuits pending that may affect your organization's ability to provide the requested services.
- ❖ Describe your proposed transition plan. Include actions to be taken by you and the current contractor to ensure a smooth transition of services. If you are the current WIOA Youth Service provider, describe the actions you will take to ensure a smooth transition of the WIOA Youth Services management functions to another contractor.

#### **8.4 Management Design for Program and Performance – 20 Points**

- ❖ With the WIOA expenditure requirements for out of school youth, describe proposed number and type (age and/or grade level) of OSY participants to be served and identify who and how you will collaborate with other local youth program providers to ensure the fourteen WIOA youth elements are made available to youth participants? Identify any paid sub-contractors and submit copy of Agreement or MOU, if applicable.
- ❖ Describe your proposed strategies for outreaching and serving out-of-school youth in the region, where the services and activities will be provided and how these locations are appropriate for providing the services and activities identified in this proposal.
- ❖ What efforts will you undertake to outreach and provide services to rural area youth?
- ❖ Identify and describe the research basis, model program(s) or effective practice(s) that the proposed program concepts are based upon, include proposed, goals and objective outcomes.
- ❖ Describe how your organizations will address the following barriers: homeless, runaway or foster youth, youth offender, pregnant or parenting youth, disabled youth, and youth with drug and or alcohol abuse issues.
- ❖ Describe the proposed program - Identify which of the fourteen program elements the program will address, include how the element(s) and the Board's expectations for those elements will be provided for in your program.
- ❖ Identify and describe what the anticipated results of the program will be in terms of preparing youth for post-secondary or employment opportunities.
- ❖ 8.4.8 Describe your strategies to meet the required minimum of 20% on work-based learning activities, such as pre-apprenticeships, apprenticeships, internships and work experience and how youth will be selected and prepared to enter into such activities.
- ❖ What is your strategy for outreaching and building relationships with employers for employment and other proposed program activities?
- ❖ Describe how you will conduct a comprehensive assessment of each youth, the type of assessment that will be used in the development of an Individual Service Strategy/Individual Employment Plan include academic levels, skill levels, how the assessment will help participants build sustainable career pathways with upward mobility and the provision of support services. Include the frequency of ISS/IEP updates.
- ❖ Describe your strategy for integrating local community programs, resources and service into the WSST WIOA Youth Program. (Indicate in your response any MOU'S or agreement that have already been executed or you anticipate entering into related to this program).
- ❖ Describe how the program will be coordinated with the services provided by and through the WSST Workforce Centers.
- ❖ Describe how youth will be actively involved in the planning, implementation, assessment and improvement of the program. Note: if the program involves youth under the age of 18 – indicate

how parents of those youth will be involved in addition to the youth in the implementation, assessment and improvement of the program.

- ❖ What are your strategies for marketing and outreach to eligible youth?

#### **8.5 Management Design for Staffing/Staff Development including Customer Service – 25 Points**

- ❖ Please include in your organization's response a description of your cross training of program regulation and functions with the center staff. Please provide your timeline and plan to hire and cross-train staff.
- ❖ Describe how you will organize the staffing plan to provide the proposed WIOA Youth Services, include the number of staff that will be devoted to providing services to youth.
- ❖ Describe your experience in staffing, and staff professional development.
- ❖ How will you ensure WIOA Youth Program staff are using the skills and knowledge gained through staff development activities?
- ❖ Describe your approach to providing counseling services to address youth identified barriers.
- ❖ Describe the internal processes and procedures for ensuring that there is the appropriate and necessary documentation of attendance, progress, challenges and achievements of the individual youth participants.
- ❖ Describe the case management system that will be implemented to provide support, encouragement discipline and ongoing monitoring of the participating youth's progress.
- ❖ How will you ensure that WIOA Youth Program staff achieve their case mgmt and performance goals?
- ❖ Provide a brief synopsis for each proposed WSST WIOA Youth Program management staff that will be assigned to the proposed project. Submit Resumes as attachment
- ❖ Describe your benefits package for WIOA Youth staff.
- ❖ Describe the staff evaluation processes, probationary periods, incentives, bonuses, merit increases, etc.
- ❖ Describe how you would use technology throughout the organization to improve efficiency, improve staff customer service skills, and to promote communication and professional development of staff.

#### **8.6 Quality Assurance – 15 Points**

- ❖ Describe proposed Quality Assurance Strategies for:
- ❖ Risk management
- ❖ Self-evaluation procedures
- ❖ Internal monitoring reports and frequency
- ❖ Compliance and Corrective action strategies
- ❖ Implementation strategies
- ❖ Follow-up strategies
- ❖ Data entry system
- ❖ Case Management

- ❖ Provide evidence to support that your processes have resulted in continuous improvement, lower error rates and exceeded performance.

## **8.7 Financial Experience and Organizational Stability – 15 Points**

- ❖ Provide copies of fiscal monitoring reports for the last three years for each contract. Include both TWC and Board monitoring reports. Describe efforts undertaken to address deficiencies identified in these reports.
- ❖ Describe your experience with federal and state accounting practices and principles.
- ❖ Describe your entity's fiscal management systems to include a description of the accounting system, audit and audit resolution, budget management, cash management, financial reporting, property management and procurement.
- ❖ Provide the last 3 years of audit reports and any management letter comments to include corrective action plan to address the reportable conditions. If the entity has not been audited, provide the last 3 years of financial statements. If the proposer is a not for profit organization [501(c)(3)], provide a copy of the organization's IRS Form 990 for each of the past three years.
- ❖ Provide a certified statement that all taxes are paid in full to Internal Revenue Service and any other federal or State agencies to include employment, franchise, income, and sales taxes.
- ❖ Please provide a copy of your cost allocation plan and/or the indirect cost approval from a cognizant agency detailing how your organization's costs are shared from multiple funding sources, if applicable.
- ❖ Provide information about any funds that have been de-obligated, how much, when, what program and whether it was voluntary or a Board imposed de-obligation.
- ❖ How do you propose to pay disallowed costs should such costs occur in the course of the WIOA Youth Program under your management? Include the source of funds and the approximate amount on hand or accessible should such costs arise.
- ❖ Describe your method for performing self-monitoring for fiscal integrity, accuracy, performance, and compliance.

## **8.8 Budget – 15 Points**

Using the RFP budget forms and instructions, develop and present a line item budget detailing all of your proposed costs for managing the Youth operation. Include a budget narrative that describes each cost item and how it was calculated. Present a budget for a one (1) year period (October 1, 2025 - September 30, 2026). Should your proposal be selected for consideration, this budget will be the basis for negotiating the contract amount. Required budget forms are provided as a separate MS Excel file - "Attachment B Budget Forms" – Budget Forms are also available on WSST's website: <http://southtexasworkforce.org/>

Except for the Youth Services personnel costs, fringe benefits, and travel expenses, WSST will process payments directly to vendors. However, the Youth Services Operator is responsible for managing budget amounts for all line-item expenses to include direct customer services costs for each funding stream.

The Youth Services Historical Costs do not include budget allocations for the following line-items:

- Insurance (Equipment and Mobile Unit)
- Rent & Rent Related (Building Lease of Centers, Utilities, and Building Maintenance)



Therefore, it is not necessary to include Insurance, Rent and Rent Related costs for Youth Services in the proposed budget.

The Youth Services Operator is required to complete the following budget forms:

- Budget Detail Form – Personnel Costs
- Youth Services Line-Item Budget Form
- Budget Narrative. Provide written descriptions of how each line-item of costs are calculated.

The Youth Services Operator is required to identify the administrative and program costs associated with Youth Services on the Youth Services Line-Item Budget Form. These costs include:

- Personnel Costs
- Fringe Benefits
- Insurance (Other than Workforce Centers equipment and mobile unit)
- Office Expense
- Professional Services
- Rent & Related (Other than the workforce centers)
- Travel
- Other Costs
- Direct Customer Services

In addition, WSST requests that the Youth operator proposes a staffing structure for the management and operation of the Youth Services. Detail the staffing structure by position title, annual salary, and fringe benefits on the Budget Detail Form – Personnel Costs.

Budget Detail Form – Personnel Costs

- List the proposed staff positions by Location in Column B.
- Indicate the total number of FTE(s) for that position title in Column C.
- Propose annual salary for each position title in Column D.
- Specify total fringe benefits for each position title in Column E.
- Identify the amount of total salaries and fringe benefits by each position title in Column F.
- Identify the percentage of total salaries and fringe benefits that will be charged to WSST-Youth by each position title in Column G.
- Identify the amount of total salaries and fringe benefits that will be charged to WSST-Youth by each position title in Column H.
- Allocate total salaries and fringe benefits of each position title by cost category. Identify the amounts and percentages that will be charged to WSST-Youth by each position title in Columns I through Column L.

- Allocate total salaries and fringe benefits of each position title chargeable to other funding sources. Identify the amounts and percentages that will be charged to other funding sources by each position title in Columns M through Column N.
- Total the Budget Detail Form - Personnel Costs worksheet.

#### **8.9 Historically Underutilized Business (HUB) – 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.

**Attachment A**  
**Operation and Management of the WIOA Youth Services Program**  
**Proposal Cover Sheet**

**Name of Proposer:**

**Mailing Address:**

**Physical Address (if different):**

**Phone Number:**

**Fax Number:**

**Proposal Contact Person:**

**Title:**

**Email:**

**Contract Signatory Authority Name and Title:**

**Contract Signatory Authority Signature:**

**Amount of Funding Proposed: \$**

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

**Date Established:**

**State Controller Identification Number:**  
**(If available)**

**Federal Taxpayer I D Number:**

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

## **Attachment B Budget Forms**

Required budget forms are provided as a separate MS Excel file - Budget Forms are also available on WSST's website: [www.southtexasworkforce.org](http://www.southtexasworkforce.org) (About Us tab select Procurement)

**Attachment C**  
**Administrative Management Survey**

PROPOSER Name: \_\_\_\_\_

Please answer the following questions regarding your administrative management system. Additional information may be requested at the time of a pre-award survey, including copies of documents specifically named.

Question	Yes	No	N/A
1. Does your organization have current Articles of Incorporation?			
2. Does your organization have written personnel policies?			
3. Do your written personnel policies contain procedures for: a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills; b. Providing equitable and adequate compensation; c. Training of employees to assure high-quality performance; d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance; e. Assuring fair treatment of applicants and employers in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?			
4. If your organization does not have the procedures noted above, could your personnel policies be revised expeditiously to include these procedures?			
5. Do your written personnel policies contain a prohibition against nepotism?			
6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?			
7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for			

mileage and/or per diem at a specified rate?			
8. Does your organization have a written employee grievance procedure used to resolve complaints?			
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
9. Does your organization have the capacity or staff to produce and maintain records on project participants and/or other customers as well as other management information that may be needed?			
10. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to the WSST?			
11. Does your organization have a State Comptroller Vendor Number?			
12. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council?			
13. Does your organization operate under local rules or by-laws?			
14. Has your Board/Council reviewed and approved this proposal for submission?			
15. Does your organization have a current approved fidelity bond?			
16. Does your organization have an EEO/affirmative action plan?			
17. Does your organization have a complaint or grievance process for customers?			

**Printed Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Attachment D Financial Systems Survey

PROPOSER Name: \_\_\_\_\_

Please answer the following questions regarding your fiscal management system. Additional information may be requested at the time of a pre-award survey, including copies of the documents specifically named.

Question	Yes	No	N/A
Does your organization follow GAAP?			
1. Does your accounting system: <ul style="list-style-type: none"> <li>a. Provide control and accountability for funds received, property, and other assets;</li> <li>b. Provide identification of receipt and expenditures of funds separately for each funding source;</li> <li>c. Provide adequate information to prepare monthly financial reports on an accrual basis;</li> <li>d. Have the capability to track allow ability and allocation of costs in accordance with requirements for federal grant programs;</li> </ul>			
2. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?			
3. Has the bank in which you deposit state and federal funds insured the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period?			
4. Do you reconcile your bank accounts monthly?			
5. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits and disbursement transactions?			
6. Do you record daily cash receipts and disbursement transactions?			
7. Are individuals or positions in your organization, which handle the receipt or distribution of money covered by bond? <ul style="list-style-type: none"> <li>a. Is there a person who is responsible for the receipt of all purchased goods?</li> <li>b. Does this person assign, upon receipt, an inventory number for items?</li> <li>c. Does this person perform an inventory audit at least once a year?</li> </ul>			
8. Do you maintain records on all property acquisition, disposition, and transfer			
9. Do you have written procedures and internal controls established for			

the procurement of goods and services?			
<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
10. Is a competitive bidding process incorporated into your purchasing procedures for acquisition of subcontractors, major goods and services, equipment, and office space?			
11. Are timesheets kept to support payroll disbursement? If not, describe how employee time is documented and payroll supported:			
12. Are records maintained to support authorized employee leave (vacation, sick, etc.)?			
13. Are complete records kept to support travel payments?			
14. Has a formal audit by an outside auditing firm been conducted of your organization's financial record in the past year?			
15. Do you have an indirect cost plan with current approval by a cognizant agency?			
16. Is your organization funded by more than one source?			

**Printed Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



**Attachment E**  
**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.

<hr/>	<hr/>
<b>Name of Authorized Representative</b>	<b>Title</b>

<hr/>	<hr/>
<b>Signature</b>	<b>Date</b>

## **Attachment F**

### **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 G**

### **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)

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

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed/Typed Name**

\_\_\_\_\_  
**Printed/Typed Title**

**Attachment H**  
**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.

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**Signature of Authorized Representative**

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**Date**

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**Printed/Typed Name**

---

**Printed/Typed Title**

**Attachment I**

**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 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.

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**Name of Proposer/Organization**

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**Name and Title of Authorized Representative**

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**Signature of Authorized Representative/ Date**

**Attachment J**  
**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 K**  
**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 L**

### **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 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."

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**Name and Title of Authorized Representative**

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**Signature**

**Attachment M**  
**Courtesy Letter of Intent to Submit Proposal**  
**Management and Operation of**  
**WIOA Youth Services Program**

**Due date: June 6, 2025 by 12 noon**

**COMPLETE AND SUBMIT via e-mail to:**  
[procurement@southtexasworkforce.org](mailto:procurement@southtexasworkforce.org)

**Company/Agency/Entity Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State Zip

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**I certify that I have received the Request for Proposal (RFP) package for the WSST Management and Operation of the WIOA Youth Services Program, and that I understand this Notice does not obligate our organization to submit a proposal. For planning the evaluation phase, if you decide not to submit a proposal after submitting this letter, an e-mail advising us would be appreciated.**

**I plan to submit a proposal and I am aware that the proposal in response to this RFP is due to the Board by June 30, 2025 by 12 noon.**

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

**Attachment N**  
**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.

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**Signature and Date**

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**Printed Name and Title**