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REQUEST FOR QUALIFICATIONS

FOR

CONSULTING SERVICES

RFQ#21-05 CS-01-2025

Release Date:

September 26, 2025

Submission Deadline:

October 17, 2025 by 12:00 PM (CST)

Issued by:

Workforce Solutions for South Texas

Rogelio Trevino, Executive Director

P.O. Box 1757

Laredo, TX 78044-1757

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

PART 1 - INTRODUCTION AND BACKGROUND

Workforce Solutions for South Texas Board, hereinafter referred to interchangeably as the “Board,” or “WSST,” serves as the leadership and governing body for the area’s workforce system. The Board is charged with planning and oversight responsibilities for workforce programs and services in our tri-county service delivery area.

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

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

PART 2 - PROPOSAL INFORMATION

2.1 Purpose

The purpose of this RFQ is to solicit qualifications from individuals, organizations and/or firms to provide consulting services for labor market research, strategic planning, grant writing, provide independent evaluation services and assist in other special workforce related projects.

2.2 Procurement Standards

This REQUEST FOR QUALIFICATIONS (RFQ) provides a uniform method for the procurement of specified services, providing for full and open competition. It contains the necessary background, requirements, technical specifications, information, and instructions for responding to the RFQ. This RFQ provides information for organizations to determine if their services, business culture, and management philosophy meets the Board’s expectations for excellent performance, quality services and customer satisfaction.

This procurement is conducted in accordance with 2 CFR part 200 the applicable OMB 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 RFQ shall be procured under the competitive negotiation method of procurement.

This RFQ 1) Outlines the expectations of the Board regarding the contractual relationship with the successful offeror(s), 2) Provides guidance on responding to this Request for Qualifications and 3) Provides information for offerors to determine if their services, business culture and management philosophy meets the Board's expectations for excellent performance, quality services and customer service.

This RFQ is not to be construed to be a purchase agreement, 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 formal contract unless such costs are specifically authorized in writing by WSST.

2.3 Applicable Authorities

All contracts with WSST are subject to full compliance with applicable federal, state, and local laws, rules, regulations, and policies including, but not limited to the following:

- All applicable federal statutes, regulations, policies, and guidance as presently in effect and as may become effective during this Award.
- Office of Management and Budget's Uniform Guidance at 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements and 2 C.F.R. Part 2900, Department of Labor (DOL) exceptions to 2 C.F.R. Part 200.
- Social Security Act, 42 USC, §§603-619, as amended.
- Balanced Budget Act of 1997, Public Law 105-33.
- Plans and Policies of Workforce Solutions Rural Capital Area related to contracts and procurements.
- See Texas Workforce Commission web page for more information at: <https://twc.texas.gov/agency/laws-rules-policy>

2.4 Ineligible Proposers

- a. Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any procurement of non-procurement programs by any Federal department or agency are not eligible to respond to this RFQ or receive a contract.
- b. The 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 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 with any entity that is disbarred.

- c. Any entity that has an outstanding Unemployment Insurance overpayment balance payable to the State of Texas or any for-profit corporation that is delinquent in its franchise tax payments to the State of Texas is ineligible to respond to this RFQ.

2.5 Authorized RFQ Point of Contact

Bertha Millan
Workforce Solutions for South Texas
P. O. Box 1757
Laredo, Texas 78041
Phone: (956) 722-3973
Fax: (956) 725-2341
bertha.millan@southtexasworkforce.org

2.6 Procurement Schedule

Activity	Date & Time
RFP Issuance Date	September 26, 2025
Deadline for Written Questions	October 1, 2025 by 5:00 PM
Questions & Answers Document Posting on Website	October 3, 2025
Proposal Submission Deadline	October 17, 2025 by 12:00 PM
Proposal Evaluation Period	October 20 – 22, 2025
Board Approval	October 23, 2025
Contract Start Date	November 1, 2025

2.7 RFQ Questions

Bidders may submit questions regarding this RFQ to procurement@southtexasworkforce.org beginning **September 26, 2025 to October 1, 2025 by 5:00 PM (CST)**. Questions received after the deadline will not be considered. All questions received by given deadline will be compiled and responded to in a Questions & Answers document that will be posted at: www.southtexasworkforce.org (select About Us tab, then click on Procurement) by **October 3, 2025**.

Note: All WSST staff, Board members, officers, or authorized representatives are precluded from entertaining or answering questions concerning this RFQ or the procurement process. Bidders are asked to respect this condition by not asking questions or making requests for assistance, except by submitting questions as stated above.

2.8 Proposal Submission

Interested bidders must submit proposals in PDF format (electronic version) to procurement@southtexasworkforce.org. The subject line of the e-mail must contain the following information: RFQ#21-05 CS 01 2025. The proposal must be submitted in the order as follows:

1. Cover Page (signed by signatory authority)
2. Statement of Qualifications to Include Resume
3. Proposed Approach to Provide Services
4. Demonstrative Prior Experience
5. Budget
6. Certifications (signed)

Any confidential or proprietary information contained in the proposal should be clearly marked as such; all responses received will become the property of WSST Board after submission and will not be returned.

The deadline to submit proposals is **October 17, 2025 by 12:00 PM (CST)**. Proposals received after the indicated due date and time will not be accepted. Bidders are responsible for ensuring that responses contain and address all the required elements in the RFQ in a clear and concise manner. The timely delivery of proposals is the sole responsibility of the proposer. WSST is not responsible for any failures and/or errors of omission. Disputes concerning late electronic submission of proposals cannot be appealed. Any proposals or amendments received after the specified deadline will not be considered and will be deemed as late and non-responsive.

Format

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

2.9 Withdrawal of Proposals

A submitted proposal may be withdrawn at any time prior to the scheduled due date by sending a request to withdraw via e-mail to procurement@southtexasworkforce.org. A withdrawn proposal will not be considered for review or award and will become the property of WSST.

2.10 Open Records and Texas Public Information Act

Bidders are hereby notified WSST strictly adheres to the Texas Public Information Act, Government Code, Chapter 552, to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. Proposals submitted in response to the RFQ are subject to the Texas Public Information Act, Government Code, Chapter 552, and may be disclosed to the public upon request. Therefore, any confidential, privileged, or proprietary information contained within a proposal must be clearly identified by the proposer in the

proposal itself (each applicable page clearly marked). Such information will be kept confidential by WSST to the extent permitted by State law.

The Board may seek to protect from disclosure all information submitted in response to this RFQ until a final agreement is executed. Upon execution of a final agreement, the Board will consider all information documentation, and other materials requested to be submitted in response to this RFQ to be of a non-confidential and non-propriety nature; therefore, subject to public disclosure under Chapter 552.001.

Bidders will be notified of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information protected from release is found in Sections 552.101, 552.110, 552.113 and 552.131 of the Government Code.

2.11 Award

This is a competitive procurement utilizing the Request for Qualifications (RFQ) method. The proposals most advantageous to WSST in terms of proposer's qualifications and quality of the proposals will be recommended for contract negotiations. An award will be made to an eligible organization possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract with WSST.

2.12 Contract Type

- A. TYPE OF CONTRACT - WSST intends to negotiate a Fixed Price Contract with a successful proposer.

- B. TERM OF CONTRACT - The contract resulting from this procurement will be negotiated for an initial period of one (1) year, beginning November 1, 2025 and ending October 31, 2026. The Board may extend the term of the contract for up to four (4) additional one (1) year terms, for a total of five (5) years. Annual renewals will be contingent upon satisfactory Contractor's performance and the Boards funding availability. The Board reserves the right to terminate any contract prior to, or extend the end date, and at any time based on Contractor's performance. Below are the contract periods:

Initial Contract Period:	November 1, 2025 to October 31, 2026
Second Year Period:	November 1, 2026 to October 31, 2027
Third Year Period:	November 1, 2027 to October 31, 2028
Fourth Year Period:	November 1, 2028 to October 31, 2029
Fifth Year Period:	November 1, 2029 to October 31, 2030

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

2.13 Contract Re-Assignment

If a Contractor fails to perform as required or expected, WSST reserves the right to terminate the contract and assign the contract in whole or in part, to a similarly ranked proposal obtained through this procurement, subject to successful contract negotiations. WSST may choose an alternative means of reassigning the contract based on its best interests. The Contractor may not reassign any aspect of the contract.

2.14 Governing Provisions and Limitations

The following are the conditions that apply to this RFQ and any subsequent contract. Any potential contract resulting from this procurement is contingent on the results of a pre-award process performed prior to signing a contract. The ultimate result of the procurement process is to select a contractor with whom to negotiate a contract for the items listed in Part 3 Scope of Work; however, the Board is under no legal requirement to execute a contract based on any proposal received.

- a. Failure to comply with any of the provisions of this RFQ may cause a proposal to be disqualified and rejected from consideration.
- b. All proposals submitted to WSST become the exclusive property of WSST.
- c. The proposal, if accepted, will become the basis for the contract Scope of Work.
- d. This RFQ is not a purchase agreement or 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.
- e. WSST reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFQ in part, or its entirety.
- f. This is a negotiated procurement utilizing the Request for Qualifications based on requirements to be in the best interest of and most advantageous and Best value to the Board.
- g. WSST reserves the right to extend, shorten, increase, or decrease any contract awarded because of this RFQ.
- h. WSST reserves the right to request additional information, clarification, or explanation for any aspect of a response to this RFQ.
- i. WSST reserves the right to waive any defect in this procurement process or to correct error(s) and/or make changes to this solicitation it deems necessary. WSST will provide notification of any changes to all known Offerors.
- j. WSST reserves the right to negotiate the final terms of all contracts or agreements with selected proposer. Any contract terms negotiated because of this RFQ may be renegotiated and/or amended to successfully meet the needs of WSST.

- k. WSST reserves the right to contact any individual, agency, employer, or grantee listed in a proposal, or contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and request additional information from all proposers to this RFQ.
- l. WSST reserves the right to impose additional requirements and refinements to the terms and conditions, scope of work, during the contract term.
- m. Any entity and/or each entity of a partnership or consortium selected for funding under this RFQ will be subject to a Pre-Award review in accordance with TWC FMGC Appendix D: FMGC Supplement on Procurement to determine the proposer's level of risk of non-compliance or non-performance under contract.
- n. WSST reserves the right to withdraw an award of any contract based on unsatisfactory results of the pre-award survey.
- o. Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, Board member, employee, proposal evaluator, agent of WSST or elected official for purposes of having an influencing effect on this procurement.
- p. Proposers shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, Board member, employee, proposal evaluator, agent of WSST or elected official for purposes of having an influencing effect on this procurement.
- q. No officer, Board member, employee, proposal evaluator or agent of WSST shall participate in the selection, award, or administration of a contract if a conflict of interest, or potential conflict, is involved.
- r. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause the proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- s. The contents of a successful proposal may become a contractual obligation and be incorporated by reference into a contract if selected for the award of a contract. Failure of the proposer to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to the successful proposer as a basis for release from proposed services. Any damages accruing to WSST because of a successful proposer's failure to contract with WSST may be recovered from the proposer.
- t. A contract with a selected proposer may be withheld, at the sole discretion of WSST, if issues legal issues exist, until such issues are satisfactorily resolved. WSST may withdraw the award of a contract if the resolution is not satisfactory to WSST.
- u. The solicitation and selection of proposals must conform to all relevant federal, state, and local laws, regulations, rules, and policies governing the procurement of goods and services. Proposers are responsible for familiarizing themselves with such matters.
- v. All proposals submitted must be an original work product of the proposing entity. The copying, paraphrasing or other use of substantial portions of the work product of others and submitted hereunder as original work of the proposer without written authorization or proper citation, is prohibited.

- w. Respondents must intend to fulfill all representations in their proposal. Failure of a respondent to accept this obligation may result in the cancellation of a contract.

2.15 Administrative Requirements and other Limitations

- a. WSST will provide any information that is specific to WSST, and the requirements listed in Part 3 Scope of Work.
- b. Private for-profit corporations submitting a proposal must include a statement signed by an authorized representative of the corporation authorizing submission of a proposal.
- c. The proposer must be current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas and has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

PART 3 - SCOPE OF WORK

Interested bidders must have extensive knowledge and experience regarding the activities solicited below:

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

PART 4 - PROPOSAL REVIEW AND EVALUATION PROCESS

4.1 Evaluation Process

All responses received by the deadline will be reviewed for responsiveness to the RFQ requirements (format, content, order, signed forms and certifications, etc.). Incomplete

responses will not be reviewed or considered in the evaluation process. This includes, but is not limited to missing forms, and unsigned certification form(s).

The evaluation process will consist of the following:

- a. All proposals received by the submission deadline will be reviewed for responsiveness to the RFQ requirements (format, content, order, signed forms and certifications).
- b. All proposals deemed responsive will be evaluated and scored independently by each assigned board staff evaluator. Proposals will be evaluated on specific criteria using a standardized instrument. The evaluation results will be ranked based on the average scores of the evaluation team.
- c. Selection and Award of a contract will be made based on demonstrated competence and qualifications.
- d. All contract awards will be considered conditional pending a pre-award review and successful completion of contract negotiations.

4.2 Evaluation Criteria

Responses will be evaluated using the criteria listed below:

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

Proposals must achieve an overall score of 70 to be considered for selection and award.

Statement of Qualifications/Resume (30 points) – Proposers must demonstrate qualifications in the form of a resume. Copies of any current licenses or certifications that apply to the services being requested in this RFQ must be submitted.

Proposed Approach to Provide Services (20points) – Proposers must demonstrate understanding of the services being solicited in this RFQ and any local issues or concerns as well as be knowledgeable in workforce development legislation and employment practices.

Demonstrative Prior Experience (30 points) – Proposers must demonstrate prior experience and proficiency in developing special projects and initiatives in the area of workforce development. Include references.

Budget (20 points) – Proposers must show that cost for providing proposed services is necessary, reasonable, and allowable. The Board retains the option to deny a proposer for funding

consideration if costs are considered unreasonable, excessive, or unallowable regardless of the scoring received from other criteria.

HUB (5 points) – Historically Underutilized Businesses must provide a copy of the certificate in order to obtain the 5 additional bonus points.

PART 5 - PROPOSAL PREPARATION AND SUBMISSION

5.1 Instructions for Submitting a Proposal

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

The proposal including responses to all questions, any attachments and signed cover page and certifications should be submitted in one PDF document. Any confidential or proprietary information should be clearly marked as such.

Proposals and/or amendments will be deemed non-responsive and not considered for review if they are received after the **RFQ deadline, October 17, 2025 by 12:00 PM (CST)**. Emphasis must be placed on addressing all the requirements of this RFQ in a clear and concise manner. All documents submitted must be legible, complete, and fully assembled.

5.2 Proposal Response

The proposal should provide a complete description of the proposed plan for providing services as listed in Part 3 Scope of Work. Narrative responses for each item should be clear, concise, and relevant. Please respond and label each area in the same order as provided below. Include all required attachments. If selected and approved for the award of a contract, this section will be used as the basis for the Statement of Work.

Statement of Qualifications – 30 points

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

Proposed Approach to Provide Services – 20 points

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

Demonstrative Prior Experience – 30 points

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

Budget – 20 points

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

HUB – 5 points

Historically Underutilized Businesses must provide a copy of the certificate in order to obtain the 5 additional bonus points.

5.3 Selection and Award Announcement

WSST will issue written notification regarding the selection or non-selection of contract award to all proposers within 10 business days of decision made.

5.4 Debriefing and Appeal Process

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

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

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

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

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

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

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

STEP 2: Debriefing - The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why they were not selected. Debriefings serve an important educational function for new proposers. Debriefings will help to improve the quality of future proposals. Additionally, staff receives direct feedback to help improve future procurements.

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

STEP 3: Written Notice of Appeal – If, after the debriefing, the appealing party wishes to continue with the appeals process, they must submit to WSST a Notice of Appeal. The written notice must clearly state that it is an appeal and identify the decision being appealed and include the name, address, and phone number of appealing party and the grounds of the appeal. The notice of appeal must be received by the WSST Executive Director within ten (10) business days of the date of the debriefing. The Notice of Appeal must be sent via e-mail to:

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

STEP 4: Formal Hearing - Upon receipt of the Notice of Appeal, the WSST Executive Director will contact the proposer to arrange for a Formal Hearing to be held within ten (10) business days of receipt of the Notice to Appeal. The Formal hearing will be held

either virtually or at a designated place and a date and time to be mutually acceptable to both parties. The WSST Executive Director shall issue a written final decision resulting from the Formal Hearing within 30 calendar days of receipt of the Notice to Appeal.

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

Proposers not selected by this procurement process may submit within ten (10) days of the receipt of notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was submitted and scored. The WSST Board shall acknowledge receipt of the Request for Debriefing in writing within ten (10) days of receipt. The Debriefing shall be scheduled as soon as possible and no later than ten (10) days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding.

**Workforce Solutions for South Texas
Proposal for Consulting Services**

Proposal Cover Sheet

Attachment A

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

Attachment B
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transaction

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

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

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Authorized Representative **Title**

Signature **Date**

Attachment C
Certification Regarding
Conflict of Interest

By signature of this proposal, Proposer affirms that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the WSST Board;
- (2) No manager or paid consultant of the Proposer is a spouse to a member of the WSST or Staff of the WSST;
- (3) No member of WSST Board or employee of the WSST owns or controls more than a 10 percent interest in the Proposer;
- (4) No spouse of a member of the WSST Board or employee of the WSST is a manager or paid consultant of the Proposer;
- (5) No member of the WSST Board, or employee of the WSST, receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Proposal any interest, fact or circumstance that does or may present a potential conflict of interest;
- (7) Should proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the WSST and shall immediately refund to the WSST any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by WSST relating to that contract.
- (8) Proposer shall comply with the standards of conduct stated in the Assurances and Certifications, Section 11 Conflict of Interest and be in accordance with Texas Administrative Code, Chapter 801, Title 40, Part 20.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____

Attachment D
Certification Regarding Drug-Free Workplace

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

DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)

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

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an on-going drug-free awareness program to inform employees to include:
- (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs;
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace; and
 - (5) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (A);
- C. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction;
- D. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (C)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title to the Executive Director Workforce Solutions South Texas. Notice shall include the identification number(s) of each affected grant.
- E. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

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

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

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

Place of Performance (street address, city, county, state, zip code)

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

Signature of Authorized Representative

Date

Printed Name and Title

Attachment E
Certification Regarding Lobbying

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

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all times (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all Sub-recipients shall certify and disclose accordingly.

Signature of Authorized Representative **Date**

Printed/Typed Name **Printed/Typed Title**

Attachment F

Certification Regarding Texas Corporate Franchise Tax

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontract for the subcontracting entity.

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

Indicate the certification that applies to your subcontracting entity:

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

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

Name of Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative/ Date

**Attachment G
Certification of Bidder**

I hereby certify that the information contained in this proposal and all attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member or agent of the WSST has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the request for proposal and that this organization will comply with all pertinent regulations, board policies, and other applicable local, state and federal regulations and directives in the implementation of these programs. I certify that I have read and understand the Governing Provisions and Limitations and the Administrative Requirements and Procedures sections of this RFP and will comply with the terms.

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

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

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

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

Notary Public in and for _____ County,

State of _____ Commission expires: _____

[SEAL]

Attachment H
General Assurances

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

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

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

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

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

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

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

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

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

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

We understand and agree to submit this proposal in a good faith effort to provide services as outlined in this Request for Proposals issued by the WSST.

Signature _____ **Date** _____

Printed Name and Title _____

Attachment I
Certification on the Use of Public Subsidy Restriction

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

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

- (1) The following indicated statement is true and correct;
- (2) Making a false statement is a material breach of contract and grounds for contract cancellation; and
- (3) If, after receiving a public subsidy, the entity is convicted of a violation under 8 United States Code 1324a(f) (relating to the unlawful employment of undocumented workers) the entity shall repay the amount of the public subsidy with interest, at the rate provided under the contract issued pursuant to this offer or application, within 120 days of receiving the notice of violation.”

Name and Title of Authorized Representative

Signature

Attachment J
Certification of Non-Discrimination & Equal Opportunity

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

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

Applicant's signature below indicates organization is agreeing to comply fully with the assurance and certifications as part of its responsibilities as a successful contractor.

Signature and Date

Printed Name and Title