



**REQUEST FOR PROPOSALS  
FOR  
OFFICE SPACE LEASE  
ADMINISTRATIVE OFFICES**

**Release Date:  
April 6, 2026**

**Submission Deadline:  
May 8, 2026 by 12 pm (CST)**

**Issued by:  
Rogelio Treviño, Executive Director  
Workforce Solutions for South Texas  
500 E. Mann Road, Suite B5  
Laredo, TX 78041**

A proud partner of the  American Job Center® network

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

## **Request for Proposal Office Space Lease Administrative Offices**

### **Section 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. 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 WSST 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.

The 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), Temporary Assistance for Needy Families (TANF/Choices), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Employment Services (ES), Trade Act Services (TAA), and Child Care Services (CCS).

**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.

### **Section 2 - Purpose of the Request for Proposal (RFP)**

Workforce Solutions for South Texas (WSST) is soliciting bids/proposals from qualified property owners or authorized agents to lease suitable office space, approximately 6,000 to 7,500 square feet, to house the WSST's Board administrative staff. Space size may be negotiable based on proposed office layout and cost. This RFP is not a contract or an offer to lease, WSST reserves the right to reject any or all proposals, waive informalities, and negotiate with any qualified bidder/proposer.

### **Section 3 - Procurement Standards/Method**

Services solicited under this RFP shall be procured under the competitive negotiation method of procurement. 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.

#### **Section 4 – Procurement Timeline**

The following schedule of events is subject to change at the discretion of the WSST Board. Notifications regarding changes to this RFP will be posted on WSST's website. All dates after the proposal submission deadline are approximate and may be adjusted as conditions dictate without addendum to this RFP.

Issuance of RFP	April 6, 2026
Deadline for Submitting Bidder's Questions	April 15, 2025 by 12 pm (CST)
Questions and Answer Document Release	April 17, 2026
<b>Proposal Due Date</b>	<b>May 8, 2026 by 12 pm (CST)</b>
Proposal Evaluation and Scoring Period	May 11 – June 15, 2026
WSST Board Approval	June 25, 2026
Pre-Award and Contract Negotiation Begins	July 1, 2026
Contract Start Date	November 1, 2026

#### **Section 5 - RFP Release**

Effective April 6, 2026, 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**

#### **Section 6 - Questions and Answers Period**

Interested bidders may submit written questions to [procurement@southtexasworkforce.org](mailto:procurement@southtexasworkforce.org) beginning April 6, 2026 to April 15, 2026 by 12:00 PM (CST). The Questions and Answers (Q&A) document will be uploaded to WSST Board's website on April 17, 2026.

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, if applicable.

## **Section 7 - Submission of Proposals Deadline**

Proposals are **due no later than 12:00 P.M. (CST) on May 8, 2026**. 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.

## **Section 8 – Submission of Proposals Instructions**

**Format** – Bids/proposals must be typed in no less than 12-point font and submitted on 8 1/2 x 11inch 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 Required** – Four (4) complete hardcopies to include one (1) hardcopy marked as original. Submit a complete electronic copy in a USB drive. 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.

Interested bidders may submit bid/proposals for more than one location; each bid/proposal must be submitted separately as indicated above and following the sequence of submission listed below:

**Attachment A - Signed Cover Page**  
**Attachment B - Proposer's Background**  
**Attachment C - Proposed Facility Design**  
**Attachment D - Proposed Cost**  
**Attachment E – M Signed Certifications**

## **Section 9 - Eligible Proposers**

Prospective proposers must affirmatively demonstrate responsibility and must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Be able to comply with required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics
5. Be otherwise qualified and eligible to receive an award

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.

## **Section 10 - Governing Provisions and Limitations**

- The purpose of this RFP is to ensure maximum, open, free competition in the solicitation of and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it obligate the WSST to award any contract or to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the WSST.
- 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.
- Entities selected through this procurement must comply with all Texas Workforce Commission (TWC) standards of conduct and conflicts of interest provisions.
- 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.
- 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.
- Proposers shall not make contact 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 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 and the selected bidder.
- 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 will provide notifications of such changes to all bidders on the WSST website: [www.southtexasworkforce.org](http://www.southtexasworkforce.org).
- 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.
- 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 Board's sole determination does not comply with or confirm to term, conditions and requirements of this RFP.

## Section 11 - Proposals Evaluation and Selection Process

The evaluation process will include the following steps:

- Step 1 –Proposals received by the deadline will be reviewed for responsiveness to the requirements and specifications contained in this RFP (required number of copies, format, content, order, signed forms, etc.). Incomplete proposals will be deemed non-responsive and will not be considered for review evaluation.
- Step 2 – Responsive proposals will be evaluated and scored by WSST Board administrative staff using a standardized instrument listing the criteria contained in this RFP Section 12 – Evaluation Criteria.
- Step 3 – Scores will be aggregated and divided by the number of evaluators to determine ranking of proposals. Proposals not meeting the aggregate minimum of 70 points will be deemed outside the competitive range and not considered for awarding.
- Step 4 – Reviewer’s recommendation will be presented to WSST Board of Directors for selection consideration and approval.
- Step 5 – WSST Board staff will provide written notification to all proposers regarding their selection or non-selection within 10 business days from WSST Board of Directors selection approval.

## Section 12 - Evaluation Criteria

All proposals determined to be responsive will be evaluated using the criteria listed below:

<b>EVALUATION CRITERIA</b>	<b>Points</b>
(1) Proposer’s Background Regarding Leasing Space	<b>10</b>
(2) Bid/Proposal Conforms to the Criteria Requested in the RFP	<b>30</b>
(3) Proposed Facility Design	<b>30</b>
(4) Cost Reasonableness	<b>30</b>
(5) Historically Underutilized Business (HUB) – Bonus Points	<b>5</b>
<b>Total Possible Points</b>	<b>100</b>
<b>Total Possible Points + Bonus Points</b>	<b>105</b>

### Evaluation Criteria Description

#### (1) Proposer’s Background Regarding Leasing Space – 10 Points

- Describe your experience and capability, if any, in providing leased space to other agencies such as ours.

#### (2) Bid/Proposal Conforms to the Criteria Requested in this RFP – 30 Points

**Specifications and Requirements:**

- Facility must be approximately 6,000 – 7,500 square feet within Laredo, Texas in a location that is properly zoned and shall comply with all local, state, and national codes, ordinances and regulations governing the particular class of facility, as interpreted by the inspecting authority.
- Facility must be ready for occupancy, with all site requirements, on or about November 1, 2026.
- The proposed facility must comply with the requirements of the Americans with Disabilities Act (ADA). Any modifications required to meet accessibility, i.e. ramps, doors, signage, restrooms, etc., will be done at the proposer's expense.
- The proposer must indicate the number of parking spaces provided, including handicapped accessible parking spaces, and whether the parking spaces are for exclusive use and control of WSST or parking spaces are to be shared with other tenants or the public. Parking area must have sufficient curb cuts and ramps in the parking and drop-off areas as required by Texas Accessibility Standards (TAS 4.7.1).
- Proposer must indicate its parking lot maintenance schedule.
- Adequate accessible entrances as required by Texas Accessibility Standards (TAS) 4.13 and 4.14.1 and 4.13.11.

### **(3) Proposed Facility Design – 30 Points**

Provide floor plan of proposed facility to accommodate the following:

- Reception/waiting area
- Receptionist Office
- Eight (8) offices to accommodate one (1) employee per office with space for desks, file cabinets, office equipment and small conference table
- One (1) office to accommodate four (4) employees with space for desks, file cabinets and shared office equipment
- One (1) office for the Network Administrator with space to maintain computer hardware, servers, telephone system, etc.
- Copier/Fax/Mail Room
- Conference Room with occupancy capacity for thirty (30) people
- Restrooms
- Break Room with kitchen sink and cabinets, including space for a refrigerator and two round tables
- Janitorial Closet with sink and space to store cleaning supplies
- Office with space to store files
- Exterior of the building should be an attractive quality construction
- If applicable, shrubs, grass, landscaping, and automatic irrigation system shall be provided and maintained by the builder/owner
- Site must have a designated dumpster location
- Sign indicating Workforce Solutions Center location must be visible to the general public

#### **(4) Cost Reasonableness – 30 Points**

- Monthly lease/rent amount per square foot (includes landscaping, and maintaining grass and shrubs, repair and maintenance of plumbing, electrical, HVAC, roof, foundation, flooring, elevators, doors, corridors and windows and other structures or equipment serving the facility, annual inspections of fire alarms and fire extinguishers, pest control, security, and any items considered long-lived assets. Such costs shall not be the responsibility of WSST), plus one of the options listed below:
  - Option 1 – Lessor/bidder provides and pays for all utilities, except telephone, and provides and pays for janitorial services.
  - Option 2 – Lessee (WSST) pays for utilities and provide an pays for janitorial services.
  - Option 3 – Lessor/bidder builds facility to specifications and leases facility to Lessee (WSST) with conditions of Option 1 or Option 2 described above.
- Sums of money shall be indicted by both Unit Cost and Total Item Cost. In case of discrepancy, the lower cost will be used. All prices must be valid for a period of ninety (90) days. After that period, WSST reserves the right to acquire additional space or services at the proposer’s current prices.
- WSST is willing to enter into a five (5) year lease agreement (annual renewal of terms during the five-year term), with the option to renew for an additional five (5) year term. Lease provisions must include an early termination clause (without penalty) should WSST suffer a loss of its public funding. (submit draft copy of proposed lease agreement)

#### **(5) Historically Underutilized Businesses (HUBs) – 5 Bonus 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.

#### **Section 13 - 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#21-01 BRD Off 01-26 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#21-01 BRD Off 01-26 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.



**Attachment B**  
**Proposer's Background Regarding Leasing Space**

Describe your experience and capability, if any, in providing leased space to other agencies such as ours.

## **Attachment C Facility Design**

Describe whether the bid includes improvements, utilities or janitorial services. Describe the facility, location, ADA accessibility, parking availability, accessibility to public transportation. Include as attachments floor plans of the proposed site. In your proposal address the following:

1. If necessary, will you make modifications to build out the interior of proposed office space to meet the needs of WSST?
2. Does the proposed office space comply with the American with Disabilities Act (ADA) requirements? If not, will you provide the required renovations to comply?
3. Will the proposer provide regular maintenance to the structures during the lease, including but not limited to, roof, interior/exterior walls, windows, doors, plumbing (water and sewer), air conditioning?
4. Will the proposer provide maintenance to keep the grounds in an attractive state, including watering and lawn maintenance?
5. Will the proposer provide maintenance to the parking lot to ensure it is in usable condition, including sweeping, stripping, etc.?
6. Will the proposer provide adequate space and locations for signs?
7. Will the rent remain constant during the term of the lease, if not, do you propose an escalation clause, or do you propose to review the lease rate upon each renewal subject to mutual acceptance?
8. List any amenities that will be included at no additional cost.
9. Provide estimated number of days for delivery of facility.

**Attachment D  
Proposed Cost**

Complete cost per month and cost per sq. ft.

Monthly Lease Costs:

Option 1 – Lessor/bidder provides and pays for all utilities, except telephone, and provides and pays for janitorial services.

\$ \_\_\_\_\_ / Month      \$ \_\_\_\_\_ / Sq. Ft.

OR

Option 2 – Lessee (WSST) pays for utilities and provide and pays for janitorial services.

\$ \_\_\_\_\_ / Month      \$ \_\_\_\_\_ / Sq. Ft.

OR

Option 3 – Lessor/bidder builds facility to specifications and leases facility to Lessee (WSST) with conditions of Option 1 or Option 2 described above.

\$ \_\_\_\_\_ / Month      \$ \_\_\_\_\_ / Sq. Ft.

\_\_\_\_\_  
Printed Name of Proposer

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

**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.

---

**Name of Authorized Representative**

**Title**

---

**Signature**

**Date**

**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)

---



---



---

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.

---

**Signature of Authorized Representative**

**Date**

---

**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 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 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 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 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 deemed 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

---

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 M**

### **Certification of Non-Discrimination & Equal Opportunity**

If awarded funding, Contractors must conduct all programs and services in accordance with provisions of the follow 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 or 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**