

REQUEST FOR QUALIFICATIONS RFQ#



APPRENTICESHIP NAVIGATOR

DATE: April 12, 2021

SUBMIT BIDS TO: Hazel Quintero, Procurement Coordinator
700 Ruben M. Torres Blvd., 3rd Floor
Brownsville, Texas 78520
Phone: (956) 548-6700
Fax: (956) 548-6716
Email: hazel.quintero@wfscameron.org

Responses may be submitted through mail, in person, or by email except through fax. Qualifications received after the deadline will not be reviewed. Responses may be submitted through mail, in person, or by email except through fax. Quotes received after the deadline will not be reviewed. If mailed, must be post marked by April 26, 2021. Applicant must submit 3 unbound paper copies with a paper clip.

SUBMISSION DATE: Qualifications must be received in our office by no later than **4:00 p.m. (CST)** on **April 26, 2021**. Qualifications received after this deadline will not be considered.

BACKGROUND:

The Workforce Solutions Cameron ("Board") serves as the leadership and governing body for the Cameron County Workforce Development Board Area. The Board is a public/private partnership whose Directors represent business, education, labor, economic development, community-based organizations, and public entities.

The Board was established in 1997, in accordance with the Federal Workforce Innovation and Opportunity Act (WIOA) of 2014 and the Texas Workforce and Economic Competitiveness Act (HB 1863 and SB632). The Board is organized as a non-profit corporation in the State of Texas, with tax-exempt status under IRS code 501(c)(3). It is part of the Texas Workforce Solutions Network – comprised of the Texas Workforce Commission and twenty-eight (28) local workforce boards.

MINIMUM SPECIFICATIONS:

Utilizing the Request for Qualifications (RFQ) method of procurement, Workforce Solutions Cameron is soliciting a qualified individual or organization with demonstrated effectiveness in developing or supporting Registered Apprenticeship and Pre-Apprenticeship programs or work-based learning programs through employer engagement strategies, participant recruitment, partner development, and program administration. Bidder must have the ability and capacity to act as an apprenticeship intermediary (Apprenticeship Navigator) between key stakeholders and partners.

The selected individual or organization will be required to collaborate with Registered Apprenticeship and Pre-Apprenticeship Programs including employers, educational institutions, sponsors, partner organizations and participants.

SERVICES REQUESTED:

The selected bidder will act as the key point of contact and will assist partners at the inception of the project to ensure proposed program outcomes are achieved.

The following services must be provided:

*An equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas 1-800-735-2989(TTY)/711 (Voice)*

- Convene meetings with stakeholders (in-person or virtual meetings)
- Outline benchmarks and timelines with training providers
- Promote apprenticeship as an effective tool for developing a workforce
- Foster new partnerships
- Provide technical assistance;
- Coordinate issues with employer partners;
- Coordinate with partners to ensure program requirements are met

Bidders must be able to demonstrate the capacity to undertake the role of Apprenticeship Navigator.

WFS CAMERON'S RESPONSIBILITY:

Workforce Solutions Cameron will negotiate an agreement with the successful bidder under this procurement. Unless requested by WFSC, no additional information will be accepted from a proposer after the deadline for submission of qualifications. The services requested in this RFQ will be negotiated based upon reasonableness of costs, ability to demonstrate comparable past performance, capacity to perform stipulated services, and meet performance requirements.

PERFORMANCE REQUIREMENTS

Deliverables:

- 1) Develop an implementation plan with Board leadership;
- 2) Meet with center staff to coordinate Orientation to discuss the project and enrollment requirement;
- 3) Participate in onboarding Navigator training;
- 4) Assist partners in the development of new and expanding apprenticeship programs;
- 5) Conduct and host a roundtable event bringing together key workforce stakeholders, including industry/employer partners; (Facilitate meetings between the hours of 8:00 am to 5:00 pm, whenever possible)
- 6) Coordinate awareness seminars i.e., career signing day ceremony for new RAPs; and recruitment events for under-represented populations;
- 7) Attend all required conferences;
- 8) Participate in regular meetings as called;
- 9) Report any issues in a timely manner;

SUBMISSION REQUIREMENTS

Interested parties must submit the following minimum information:

- Organization/ Individual Qualifications, including detailed past experience (page limit 3)
- Proposed Activities and Costs - Proposed cost per hour (Include a cost page sheet with total amount) (page limit 4)
- Proposer Identification Form **(Attachment A)**
- Professional references (minimum of three (3) **(Attachment B)**)
- Certification of Legal and Signatory Authority **(Attachment C)**
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements **(Attachment D)**
- Certification Regarding Texas Corporate Franchise Tax **(Attachment E)**
- Certificate Regarding Conflict of Interest **(Attachment F)**
- Equal Opportunity and Non-Discrimination **(Attachment G)**
- Assurances and Certifications **(Attachment H)**

Questions may be submitted by no later than April 19, 2021 to hazel.quintero@wfscameron.org. Questions and answers will be posted on Workforce Solutions Cameron's website by April 23, 2021 at 12:00 p.m.

EVALUATION CRITERIA

Criteria	Points
Qualifications	25 points
Prior experience	25 points
References	25 points
Cost	25 points
HUB	5 points
TOTAL	105 points

PAYMENT TERMS

Workforce Solutions Cameron will issue a check payable to the vendor(s) within thirty (30) days of receipt and acceptance of invoice(s).

A response does not commit Workforce Solutions Cameron to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response, nor pay for any costs incurred prior to the execution of a formal purchase agreement or contract.

GOVERNING PROVISIONS AND LIMITATIONS

WFS Cameron reserves the right to accept or reject any or all qualifications received, to cancel and/or reissue this RFQ in part or its entirety.

WFS Cameron reserves the right to award the contract or agreement for any item/services or group of items/services via the RFQ in any quantity WFS determines is in its best interest.

WFS Cameron reserves the right to correct any error(s) and/or make changes to this request as it deems necessary. Any changes will be posted on the website.

All Board Directors, officers, and staff, or any agents of the WFS Cameron, are precluded from entertaining questions concerning the RFQ or this procurement.

WFS Cameron reserves the right to negotiate the final terms of any and all contracts or agreements with bidders selected, and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs and fulfill performance requirements.

WFS Cameron reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or if the vendor fails to perform as promised in response to this RFQ.

The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to the Board as a result of the proposer's failure to contract may be recovered from the proposer.

The Parties specifically agree that they will comply with:

- Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended;

- 29 CFR 38.25 through 38.27; 38.53; 38.54 and WIOA Section 188;
- Section 188 of the Workforce Innovation and Opportunity Act (WIOA);
- Title VI of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Age Discrimination Act of 1975, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Pursuant to 15 U.S.C. 2225a, the bidder, if awarded, must ensure that all spaces for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fires Safety Act (P.L. 101-391, as amended). Recipients may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the act.

The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 et seq. provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. List of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

No funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 18, 2015. DOL has identified these goods and services here: <http://www.dol.gov/ilab/reports/childlabor/list-of-products/index-country.htm>.

WFS Cameron will issue the award of this RFQ in the best interest of WFS Cameron.

Attachment A

PROPOSER IDENTIFICATION FORM

LEGAL NAME OF ORGANIZATION		
HEAD OF ORGANIZATION		
MAILING ADDRESS		
PHYSICAL ADDRESS (IF DIFFERENT)		
PHONE NUMBER		
FAX NUMBER		
EMAIL		
PROPOSAL CONTACT PERSON		
TITLE		
AGREEMENT SIGNATORY AUTHORITY		
TAX/LEGAL STATUS	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> SOLE OWNERSHIP
	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> OTHER
DATE ESTABLISHED		
STATE COMPTROLLER ID NO. (If available)		
FEDERAL TAXPAYER ID NUMBER		
SMALL BUSINESS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS PROPOSER CERTIFIED AS A HISTORICALLY UNDER-UTILIZED BUSINESS BY THE TEXAS WORKFORCE COMMISSION	<input type="checkbox"/> YES	<input type="checkbox"/> NO

AUTHORIZATION FOR SUBMISSION

TYPED NAME & TITLE OF AUTHORIZED SIGNATORY	
SIGNATURE & DATE	

Attachment B

PROFESSIONAL REFERENCES

Please list at least 3 references of current or past contracts that are similar in scope or scale and provide CompanyName/ Address/City / Name, Contact and additional information. Attach additional pages if necessary.

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE #

COMPANY NAME		
COMPANY ADDRESS		
NAME OF AUTHORIZED REPRESENTATIVE		REPRESENTATIVE E-MAIL
TYPES(S) OF SERVICES PERFORMED	YEARS OF SERVICE	TELEPHONE#

Attachment C

CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY

I, _____ (typed or printed name) certify that I am the _____
_____ (typed or printed title) of the eligible entity named as bidder and respondent herein, and I
am legally authorized to sign and submit this proposal to Workforce Solutions Cameron (WFSC) on behalf of said
organization by authority of its governing body.

I certify that _____ (typed or printed name) who signed the coversheet of this
proposal has the legal authority to enter into and execute a contract with WFSC to provide the services and activities
authorized and detailed in this proposal. I agree to submit upon request by WFSC such information and documentation as
may be necessary to verify the certification contained herein.

I further certify that the information contained in this proposal and all attachments is true and correct. I certify that no officer,
employee, board member, or authorized agent of WFSC has assisted in the preparation of this proposal. I acknowledge that
I have read and understand the requirements and provisions of this RFQ and that I, or this organization, will comply with all
applicable federal, state, and local laws, rules, regulations, policies, and directives in the implementation of this proposal. I
certify that I have (read) and understand the governing provisions, limitations and administrative requirements of this RFQ
and will comply with all terms and conditions.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment D

CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

LOBBYING: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states 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 Congress, or any employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan 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, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

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

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS: This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

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

DRUG-FREE WORKPLACE: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall 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 workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Workforce Solutions Cameron in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or **require** such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment E

CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

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

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

Indicate the certification that applies to your subcontracting entity:

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

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

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment F

CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Applicant covenants and affirms that:

1. No manager, employee or paid consultant of the Applicant is a member of the Board or an employee of Workforce Solutions Cameron (WFSC).
2. No manager or paid consultant of the Applicant is married to a member of the Board or an employee of WFSC.
3. No member of the Board or an employee of WFSC owns or controls more than a 10 percent share in the Applicant's organization.
4. No spouse of a member of the Board or employee of WFSC receives compensation from Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code.
5. Applicant has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest.
6. Should Applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Applicant shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with WFSC and shall immediately refund to WFSC any fees or expenses that may have been paid under the contract and shall further be liable for any others costs incurred or damages sustained by WFSC relating to that contract.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment G

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The (_____) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under the Workforce Innovation Opportunity Act, on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any Workforce Innovation Opportunity Act financially assisted program or activity. (_____) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

_____ (*typed or printed name*) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders (29 CFR 38.25). Such regulations include:

- Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., and § 2000e-16, as amended.
- The Rehabilitation Act of 1973 §§ 503, 504, and 508, 29 U.S.C. § § 793, 794, and 794d, as amended.
- The Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., as amended.
- The Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., as amended.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.
- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § § 1681-1688, as amended.
- The Workforce Innovation and Opportunity Act (WIOA) § 188; 29 U.S.C. § 3248; which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical condition, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

_____ (*typed or printed name*) is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. _____ (*typed or printed name*) takes positive steps to eliminate any systematic discrimination from personnel practices.

_____ (*typed or printed name*) recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date

Attachment H

ASSURANCES AND CERTIFICATIONS

Each organization or individual that submits a proposal in response to a Request for Qualifications warrants and assures:

1. The information contained in this proposal is true and correct.
2. The costs described in the proposal budget accurately reflects the proposer's cost of providing services or goods.
3. No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Qualifications has offered or will offer any gratuities, favors, or anything of monetary value to any Board of Director or staff of Workforce Solutions Cameron for the purpose of or having the effect of influencing the decisions of Workforce Solutions Cameron with respect to the organization or individual's proposal or any other proposal.
4. No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Qualifications has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Proposals.
5. The organization or individual possesses the legal authority to offer this proposal.
6. If the proposer is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the proposer's governing body authorizing the submission of this proposal.
7. No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Proposals because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

Each organization or individual that submits a proposal also warrants and assures that they will abide by the rules of the following laws, acts, codes, etc. and all applicable rules and regulations promulgated thereunder, as a condition to award of financial assistance from Workforce Solutions Cameron with respect to operation of Workforce Solutions Cameron funded programs or activities and all agreements or arrangements to carry out Workforce Solutions Cameron funded programs or activities:

- WIOA § 188; 29 U.S.C. § 3248.
- The Personal Responsibility and Work Opportunity Act of 1996 (PRWORA) 42 U.S.C. § 601 et seq.
- Civil Rights Act of 1964
- The American with Disabilities Act, 42 U.S.C. § 12001 et seq., as amended.
- Rehabilitation Act of 1973
- 40 TAC § Texas Administrative Code, Article 40, Part I
- Assurances required for the Child Care program, Chapter 809 Texas Workforce Commission Administrative Code
- The Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq., as amended.
- Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688, as amended.

By signing I acknowledge that I have read these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding by Workforce Solutions Cameron.

Name of Individual or Organization submitting application:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date