



REQUEST FOR QUOTES

for

Motivational Speaker(s)

**RELEASE DATE: April 5, 2024**

*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)*

*Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.*

**Request for Quotes  
Youth Motivational Speaker/s**

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Southwest Key Workforce Development (SWK) is seeking a dynamic Key Note speaker/s who can deliver a motivational presentation focused on in-demand careers in the Construction, Healthcare and Automotive industry. SWK is conducting a LIFT Career Summit to an audience of at-promise juniors and seniors. The date for the LIFT Career Summit is scheduled for Wednesday, May 22nd. Locations and times are TBD.

**DATE:** April 5, 2024

**SUBMIT PROPSALS TO:** Manuel Morales  
Southwest Key Workforce Development, LLC  
Workforce Contractor for Workforce Solutions Cameron  
851 Old Alice Rd.  
Brownsville, Texas 78520  
Quotes must be submitted in writing via mail, delivery service, or email.

If submitting by email, the respondent must submit: One (1) signed electronic copy email to Manuel Morales at [manuel.morales@wfscameron.org](mailto:manuel.morales@wfscameron.org) on or before the deadline.

If submitting by mail or delivery service, proposer must provide one original and three copies of the proposal. Each Respondent must submit:

- One (1) signed original response, marked "Original;"
- Three (3) Copies marked "Copy;"

Submit to: Manuel Morales  
Phone: 956.546.3141  
Email: [manuel.morales@wfscameron.org](mailto:manuel.morales@wfscameron.org)

Questions regarding this RFQ should be directed to Manuel Morales at [manuel.morales@wfscameron.org](mailto:manuel.morales@wfscameron.org)  
Answers will be posted on our board's website [www.wfscameron.org](http://www.wfscameron.org)

**SUBMISSION DATE:** Quotes that are mailed, delivered by service or emailed must be received by Manuel Morales by **5:00 PM (CST) April 17, 2024**. Quotes received after this time will not be considered.

## I. BACKGROUND

Southwest Key Workforce Development, LLC administers Workforce Solutions Cameron, the workforce development system in Cameron County, Texas, providing employment, training, and educational services to meet current and future workforce needs. These services which are authorized by the Texas Workforce Commission are group and individual activities designed to improve the quality of our future workforce. Southwest Key Workforce Development, LLC administers two full-service One Stop Centers (Harlingen/Brownsville) offices in Cameron County.

## II. SERVICES REQUESTED

The purpose of this RFQ is to obtain quotes from speakers to deliver a motivational presentation related to the industry clusters of Construction, Healthcare and Automotive.

Leading to Inspire Fearless Talent, or LIFT, provides opportunity youth with career exploration resources and Soft Skills enrichment.

With LIFT, WFS Cameron is supplying our youth with analytical yet engaging activities to best prepare them for their future career!

### The speaker presentation details are:

- Length will be a 40-45 minute presentation every hour. The LIFT Career Summit could result in up to 4 presentations in total.
- The content should be practical, relatable, and applicable for youth;
- The content should relate to the industry cluster highlighted in the forum (Construction, Healthcare and Automotive).

### The event information is as follows:

#### **1) Wednesday, May 22<sup>nd</sup>; location and time TBD (*most likely from 9am – 2pm*)**

The LIFT Summit will include rotations that include: keynote from a motivational speaker, access to Virtual Reality (VR) headsets and a career exploration fair. 100 at-promise juniors and seniors from Cameron County ISD's will be in attendance.

The budget for this presentation is limited to **\$4,000** and must be all inclusive of expenses.

## III. ELIGIBLE PROVIDERS

Proposers are eligible to respond to this RFQ if they are able to meet the specifications required under this RFQ and are not debarred and/or suspended from conducting business with Federal and/or State funded agencies. Speakers that can provide a motivational presentation that focuses on industry cluster and the careers related to these industries are encouraged to submit a quote.

## IV. ADMINISTRATIVE INFORMATION

### A. ISSUANCE

This RFQ is issued on by Southwest Key Workforce Development, LLC. Copies of the RFQ are available by contacting Manuel Morales at [manuel.morales@wfscameron.org](mailto:manuel.morales@wfscameron.org), Phone 956.546.3141

during normal business hours (Monday thru Friday, 8:00 A.M. to 5:00 PM (CST)) or on our board website at [www.wfscameron.org](http://www.wfscameron.org).

**B. AGREEMENT TYPE/ PROGRAM PERIOD**

The proposer/s who provides the best value and can provide the services required will be invited to negotiate an agreement of services. If an agreement cannot be reached, Southwest Key Workforce Development, LLC will begin negotiations with the next highest rated proposer. Final agreements will be subject to any changes needed as a result of changes in federal and state regulations. The agreement will be in effect from April 17, 2024 – May 22, 2024. Southwest Key Workforce Development, LLC may vary the program, change or extend the agreement period, as it deems necessary.

**C. RFQ SCHEDULE OF EVENTS**

The following schedule of events is subject to change at the discretion of Southwest Key Workforce Development, LLC. All requestors of this RFQ will be notified of any and all changes by email and /or on our board’s “Workforce Solutions Cameron” website at [www.wfscameron.org](http://www.wfscameron.org).

ACTIVITY	DATE/TIME FRAME
RFQ Packets Available	April 5, 2024
Q&A Published	April 12, 2024
Quotes Due	April 17, 2024
Evaluation Period	April 25, 2024
Negotiation Period	April 29, 2024
Contract Award (Send out letter to all RFQ vendors)	April 30, 2024
Start Date	May 22, 2024

**D. RESPONSE DEADLINE**

***Quotes are due NO LATER THAN 5:00 p.m. (CST) – April 17, 2024***

Quotes are to include one unbound original and three (3) exact copies complete and fully assembled and must be officially received by Manuel Morales, 851 Old Alice Rd., Brownsville, Texas 78520. Electronic Quotes are to be submitted to Manuel Morales at [manuel.morales@wfscameron.org](mailto:manuel.morales@wfscameron.org). All attachments must be complete and submitted timely.

Amendments to a proposal (i.e. one already submitted prior to the deadline) must also comply with the above requirement and the response deadline. Any quotes or amendments delivered/received after the deadline will be deemed late and non-responsive to this RFQ.

Quotes that are mailed or service delivered should be addressed/externally labeled as follow:

**Southwest Key Workforce Development, LLC  
Manuel Morales  
851 Old Alice Rd.  
Brownsville, Texas 78520**

**E. PROPOSAL OUTLINE/SELECTION CRITERIA**

The selection and award of a contract shall be made to Proposer who has demonstrated experience providing the type of services specified in this RFQ.

Quotes will be evaluated and scored based upon the following criteria:

Criteria		Weight Factor
1	Proposer must have experience providing the services requested under this RFQ including the capability of providing interesting and informative presentations related to youth. The description should include the speaker’s topic, and methodology for presenting, including at least three (3) takeaways that audience members will gain from your presentation. Limit response to 1 page.	40%
2	Proposer must demonstrate the quality of service provided and value that the service will bring to Southwest Key Workforce Development, LLC. Limit response to 1 page.	30%
3	Proposer must demonstrate reasonableness of cost in relation to the quality of services proposed. Any financial consideration that would become part of a formal agreement must be listed. Limit response to 1 page.	30%

**F. SELECTION PROCESS**

Southwest Key Workforce Development, LLC reserves the right to have the evaluation process conducted by an external/independent evaluation review team or have the evaluation process conducted by an evaluation review team consisting of Southwest Key Workforce Development, LLC staff or any combination thereof. Quotes not meeting a score of at least 70 will not be given further consideration.

Quotes received which do not provide the required forms, completed attachments, documentation nor contain the elements as required by the RFP shall be determined to be non-responsive and will not be eligible for further consideration in the evaluation process.

Quote must also contain:

- At least three references, preferably from similar speaking engagements. Each reference should include company name, point of contact, address, phone number, and email.
- Any AV and other special requirements.



**COVER SHEET**

IDENTIFICATION OF PROPOSER

\_\_\_\_\_

LEGAL NAME OF ORGANIZATION

\_\_\_\_\_

HEAD OF ORGANIZATION

\_\_\_\_\_

MAILING ADDRESS

\_\_\_\_\_

PHYSICAL ADDRESS (IF DIFFERENT)

\_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON

\_\_\_\_\_

TITLE

\_\_\_\_\_

PHONE

\_\_\_\_\_

AGREEMENT SIGNATORY AUTHORITY

\_\_\_\_\_

TITLE

\_\_\_\_\_

PHONE

\_\_\_\_\_

TAX/LEGAL STATUS

CORPORATION

SOLE OWNERSHIP

PARTNERSHIP

OTHER

DATE ESTABLISHED

\_\_\_\_\_

STATE COMPTROLLER ID NO.

\_\_\_\_\_

IRS. NO.

\_\_\_\_\_

SMALL BUSINESS

YES  NO

IS PROPOSER CERTIFIED AS A HISTORICALLY UNDER-UTILIZED BUSINESS BY TEXAS WORKFORCE COMMISSION  YES  NO

**Southwest Key Workforce Development, LLC  
Youth Motivational Speaker  
Attachment A  
Proposal Form**

**Discussion of Qualification on listed Criteria**

1. Proposer must have experience providing the services requested under this RFQ including the capability of providing interesting and informative presentations related to career development to youth. The description should include the speaker's topic and methodology for presenting, including at least three (3) takeaways that audience members will gain from your presentation. Limit response to 1 page.

**Response:**

2. Proposer must demonstrate the quality of service provided and value that the service will bring to Southwest Key Workforce Development, LLC. Limit response to 1 page.

**Response:**

3. Proposer must demonstrate reasonableness of cost in relation to the quality of services proposed. Any financial consideration that would become part of a formal agreement must be listed. Limit response to 1 page.

**Response:**

**I certify that I have the legal authority to enter into and execute a contract with Southwest Key Workforce Development, LLC to provide the proposed services.**

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

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





**ATTACHMENT B**

**CERTIFICATION OF APPLICANT**

I hereby certify that the information contained in this and any 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 **Southwest Key Workforce Development, LLC** has assisted in the preparation of this. I acknowledge that I have read and understood the requirements and provisions of the RFQ and that this organization will comply with the procurement standards applicable under this RFQ, and any other applicable local, state, and federal regulations and policies. I also certify that I have read and understand the Governing Provisions and Limitations and Assurance and Certifications sections presented in the RFQ and will comply with the terms, thereof, and that **Southwest Key Workforce Development, LLC** authorized to verify references and stated performance data and to conduct credit and criminal background check if needed, and furthermore that:

I, \_\_\_\_\_ am the \_\_\_\_\_  
(Type Name of Signatory Authority)

Of the corporation, partnership, association, public agency or other entity named as Applicant and Respondent herein and that I am legally authorized to sign this and submit it to **Southwest Key Workforce Development, LLC** behalf of said organization by authority of its governing body.

ATTEST:

\_\_\_\_\_  
(Respondent Signature)

\_\_\_\_\_  
(Collateral Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Title)

\_\_\_\_\_  
(Typed Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Subscribe and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, in \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_ County, State

Of \_\_\_\_\_ SEAL Notary Public in and for

\_\_\_\_\_ County, \_\_\_\_\_ State, \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_

**ATTACHMENT C**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before completing certification, read attached instructions which are an integral part of the certification)

(1) The prospective recipients of Federal assistance funds certifies, by submission of this, 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 of the statements in this certification, such prospective participant shall attach an explanation to this.

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(Name and Title of Authorized Representative)

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(Signature) Date

## INSTRUCTIONS FOR CERTIFICATIONS REGARDING DEBARMENT

Federal Register/Vol.53, No.102/Thursday, May 26, 1988/Rules and Regulations 19211  
Appendix B-Certification

### Regarding Debarment, Suspension, Ineligibility and Voluntarily Exclusion-Lower Tier Covered Transaction Instructions for Certification

1. By signing and submitting this, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction: primary covered transaction, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this is submitted to assistance in obtaining a copy of these regulations.
5. The prospective lower tier participant agrees by submitting this that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this that it will include this clause titled Certification Regarding debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions.**

- 1) The prospective lower tier participant certifies, by submission of this, that neither it nor its principals is 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 lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this. [FR Doc.88-11581 Filed 5-25-88; 8:45 a.m.]

**ATTACHMENT D**

**Certification Regarding Lobbying, Certification for Contracts,  
Grants, Loans and Cooperative Agreement**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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 an agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any Federal loan, the entering into of any cooperative agreements, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant local, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have 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 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.

(3) 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.

This certification is 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 imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Applicant Organization: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

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

**ATTACHMENT E**

**Certification Regarding Conflict of Interest**

By signature of this, Proposer covenants and affirms that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Workforce Policy board, or a manager of the Southwest Key Board;
- (2) No manager or paid consultant of the Proposer is a spouse to a member of the Workforce Policy Board, or a manager of the Southwest Key Board;
- (3) No member of the Workforce Policy Board or an employee of the board owns or controls more than a 10 percent interest in the Proposer;
- (4) No spouse of a member of the Workforce Policy Board, or manager of the Board is a manager, employee or paid consultant of the Proposer;
- (5) No member of the Workforce Policy Board or employee of the Board 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 any interest, fact or circumstance which 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 Workforce or Southwest Key Board and shall immediately refund to the Workforce or Southwest Key Board 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 the Board relating to that contract.

Name of Organization Submitting: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

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

**ATTACHMENT F**

**TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

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 corporation entering into this contract is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution to sign the contract for the corporation.

The Applicants executing this contract herein certifies that the following indicated statement is true and correct and that the Applicants understands that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

\_\_\_\_\_ Not applicable. Applicant is not a corporation.

Indicate the certification that applies to your corporation:

\_\_\_\_\_ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

\_\_\_\_\_ The Corporation is a non-profit corporation or is otherwise not subject to payments of franchise tax payments to the State of Texas.

**STATE ASSESSMENT CERTIFICATION**

The authorized representative of the corporation contracting herein by executing this contract certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

**The corporation certifies that:**

The Corporation is current in Unemployment Insurance Taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

\_\_\_\_\_ The Corporation has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

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Name of Organization

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Printed Name and Title of Authorized Representative

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Signature of Authorized Representative



**ATTACHMENT G**

**HUB CERTIFICATION**

HUB Certification – Historically Underutilized Business (HUB'S) shall attach a notice of certification here as Attachment G.