

## Website Redesign and Maintenance Services

RELEASE DATE: July 8, 2025

SUBMIT PROPOSALS TO: Workforce Solutions Cameron  
Hazel Quintero – Procurement  
700 Ruben M. Torres Blvd., 3<sup>rd</sup> Floor  
Brownsville, TX 78520  
Phone: (956) 548-6700  
Fax: (956) 548-6716  
Email: [hazel.quintero@wfscameron.org](mailto:hazel.quintero@wfscameron.org)

***Proposals must be electronically.***

RESPONSE DUE: *Proposals must be received in our office by **3:00 PM (CST) on August 15, 2025.***  
*Proposals received after this deadline will not be considered.*

### SECTION I – GENERAL INFORMATION

#### A. PURPOSE OF REQUEST FOR PROPOSALS (RFP)

Workforce Solutions Cameron is seeking proposals from qualified vendors for the redesign, hosting, maintenance, ongoing support of its website and customer experience best practice recommendations. The vendor must ensure high availability, performance, and security, with WordPress as the underlying Content Management System (CMS). The goal is to create a user-friendly, accessible, and informative online platform that effectively serves the needs of Cameron County residents and businesses.

#### B. BACKGROUND INFORMATION

##### About Us

Workforce Solutions Cameron (hereinafter, “WFSC”) is the leadership and governing body for the Cameron County workforce system. We are a private, non-profit corporation that provides policy planning, oversight, and evaluation of a consolidated workforce development system in Cameron County Texas Workforce Development Area. Services are offered through two one-stop centers and include various programs such as the Workforce Investment Act (Adult, Dislocated and Youth), Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Trade Adjustment Act (TAA), Wagner-Peyser Act (ES), Child Care and other smaller grants.

WFSC also connects local people to local jobs by providing specialized services at no cost, including career training, apprenticeship programs, scholarships, resume review, interview prep, job search assistance and more. We work hand in hand with the Texas Workforce Commission to assist people who are receiving unemployment benefits and help them successfully reenter the workforce.

## Our Website

The current WFSC website has not been updated since 2017 and requires a comprehensive redesign to meet the evolving needs of the community. The new website aims to provide timely access to information about agency services, programs, and events.

### C. ELIGIBLE PROPOSERS

Proposers must have the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with the Board. Eligible providers include those who can demonstrate experience and expertise of a similar scope to this RFP. minority, disadvantaged, veteran and/or women-owned businesses are encouraged to respond to this RFP.

Proposer must have the necessary technical competence, skills and professional judgment to accomplish the work solicited in the RFP. Proposers should have experience and expertise in website design, development, and maintenance, preferably with non-profit or government agencies.

The proposer is responsible for familiarity with all applicable federal and state laws, regulations, and rules in the development of their response to this RFP. The selected contractor will be required to assume full responsibility for all services included in a contract. Contractor may not assign, transfer, or otherwise dispose of any portion of a contract in whole or in part, to any third party, without the prior written approval of the Board.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency are not eligible to respond to this RFP or receive a contract.

### D. PROPOSER QUALIFICATIONS & COMPETENCIES

Proposers should demonstrate:

- Proven experience in website redesign, with a focus on user experience and accessibility.
- Technical expertise in WordPress CMS, security, and maintenance.
- Understanding of the needs of diverse user groups, including employers, job seekers, veterans, youth, and individuals with special needs.
- Ability to provide ongoing support, maintenance, and timely updates.
- Strong project management and communication skills.

### E. SCOPE OF WORK

The Board seeks a single contractor to deliver the following services:

- **WordPress Website Redesign & Development:** Migrate existing content and implement a user-friendly, mobile-friendly accessible design.
- **Content Delivery Review:** The redesign shall incorporate a comprehensive review of content delivery and place strong emphasis on enhancing user experience and mapping the stakeholder journey.
- **Ongoing Support & Maintenance:** Deliver regular updates, backups, and technical support, as well as expertise available in managing, securing, and optimizing API integrations.

The selected vendor will be responsible for providing a comprehensive solution that supports WordPress CMS, includes only necessary plugins for enhanced functionality, and ensures the security and ongoing maintenance of the website.

WFSC will have sole control over the content of the website and will own all rights to the website.

### F. OBJECTIVES

- **WordPress CMS Integration:** Support for the latest version of WordPress, with the ability to easily update and manage content.

- **High Availability and Performance:** Ensure the website is operational and responsive at all times, with minimal downtime.
- **Plugin Support:** Ability to incorporate various WordPress plugins to extend the functionality of the website as per our requirements.
- **Maintenance and Support:** Provide ongoing maintenance and support services to ensure the website remains up to date with the latest software patches and security updates.
- **Website Hosting:** Website will be hosted with WFSC's existing Liquid Web account.

#### **Deliverables:**

- **Website Design and Infrastructure:**
  - Redesign a user-friendly, brand consistency, aesthetically pleasing website with responsive, multi-browser support.
  - Focus on delivering personalized experiences and effectively communicate a clear brand message
  - Maintain current site capabilities, and include features such as:
    - Advanced search and link validation.
    - Page and graphic templates, and well-documented instructions for site updates.
    - Strong Search Engine Optimization (SEO), optimizing content, using relevant keywords
    - WCAG 2.0 AA standards, and Federal 508 accessibility.
  - Utilize a staging site for development, testing, and approval before launch.
  - Deliver a complete backup and copy of the final site to WFSC.
  - Provide guidance on selecting and installing additional plugins as needed.
  - Configure WordPress settings for optimal performance and security.
  - Create a mobile-first approach and responsive design.
  - A chatbot that handles customer inquiries around the clock, providing immediate support regardless of time zone or business hours (plugin)
  - Booking or appointment scheduler (plugin)
  - Multi-language (e.g., Spanish) (plugin)
  - Calendar of hiring events, trainings, etc. (plugin)
  - Social Media platform integration to enhance engagement, increase brand awareness and drive traffic:
    - Social media icons
    - Embedding social media feeds
- **Content Delivery Review:**

Redesign should prioritize user experience and stakeholder journey, which may include:

  - **Content Audit and Optimization:** Review and streamline existing content, addressing gaps and redundancies.
  - **UX-Driven Content Strategy:** Provide recommendations for improved content structure, navigation, and presentation.
  - **Accessibility and Compliance:** Ensure content meets accessibility standards and promotes inclusiveness.
  - **Performance Metrics and Delivery Plan:** Define KPIs for content effectiveness and recommend tools for analytics and personalization.

- **Ongoing Support and Maintenance:**

- Regular updates, plugin management, and optimization.
  - Quarterly maintenance & Google Analytics activity reports
  - Regular updates (CMS/Plugin/Theme/PHP/Security Patches)
  - Broken links scan
- Technical support with defined response times
  - Access to email helpdesk support
  - Helpdesk response time (Monday to Friday 8am – 5pm) CST and after hours contact for emergencies.
  - Phone support
  - Development hours – up to 4 hours of development or minor graphic design time included per month
  - Documentation
  - Urgent CMS support
  - Expertise available in managing and optimizing API integrations.
- Software update
  - Verify all WordPress core software, all plugins, PHP and themes are up to date.
- **Service Level Agreement (SLA): The SLA will include:**
  - Transfer of all website data to Workforce Solutions if services are terminated or the contractor is insolvent.
  - Load time and website speed assessments

- **Samples:**

- Proposers must include a minimum of 3 existing sample websites.

## **G. PROCUREMENT STANDARD**

The Board is committed to conducting procurement in a manner that ensures full and open competition.

## **SECTION II – CONTRACT INFORMATION**

### **A. AWARD**

The proposal that is most advantageous to the WFSC, considering the proposer's qualifications and the quality of the proposal, will be recommended for contract negotiations.

### **B. CONTRACT PERIOD**

Based on the availability of funds, a contract will be negotiated with the successful bidder based on a cost reimbursement basis. The contract period will be for one (1) year with up to an additional four (4) one-year renewals based on satisfactory performance. The Board reserves the right to terminate any contract prior to, or extend the end date, and to increase or decrease the contract awarded because of this RFP.

### **C. FUNDING CLAUSE**

Workforce Solutions reserves the right to negotiate fees and costs with any vendor who is qualified per the evaluation criteria.

Funding for the contract is made possible through Federal and State workforce program allocations. The contract may be subject to early termination if funding is reduced or terminated. Such termination shall be without penalty. The selected contractor must be willing to accept this Funding Clause and incorporate it into any resulting contract agreement.

#### **D. PROJECT BUDGET**

Proposals submitted in response to this solicitation will be competing for an award, final amount to be negotiated, depending on availability of funds and quality of proposals. Interested proposers must complete the Budget Form found in Attachment J.

### **SECTION III – SUBMISSION INFORMATION**

#### **A. SUBMISSION**

Proposals must be submitted electronically to [hazel.quintero@wfscameron.org](mailto:hazel.quintero@wfscameron.org) by the proposal deadline, **3:00PM (CST) on August 15, 2025**. Proposals received after the due date and time will not be accepted or considered under this procurement. No exceptions will be made to this requirement for any reason.

#### **B. PROCUREMENT SCHEDULE**

Action	Date
RFP Released	July 8, 2025
Deadline for submission of Questions	July 21, 2025 @ 5:00 PM
Questions/Answers Released	July 25, 2025
Proposal Due Date	August 15, 2025 @ 3:00 PM
Proposal Evaluation Process	August 20, 2025 - September 5, 2025
Selection/Award	September 26, 2025

*Proposers will be notified through an award letter if an award as been made.*

#### **C. TECHNICAL ASSISTANCE**

No bidder's conference related to this RFP will be held. Questions regarding this RFP must be submitted by email to [hazel.quintero@wfscameron.org](mailto:hazel.quintero@wfscameron.org) by **July 21, 2025**. Responses to questions will be posted on our website.

Neither workforce board staff, contractor employees nor board members may provide individual assistance in writing proposals.

Proposals may be withdrawn upon a written request if made before the response deadline. Once the response deadline is passed, all proposals will become the property of Workforce Solutions Cameron and will not be returned.

#### **D. AVAILABILITY OF RFP**

The RFP will be posted on the WFSC website at [www.wfscameron.org](http://www.wfscameron.org).

#### **E. PROPRIETARY INFORMATION AND THE TEXAS PUBLIC INFORMATION ACT**

Proposers are notified that WFSC adheres to Texas laws regarding public information disclosure.

## SECTION IV – PROPOSAL RESPONSE REQUIREMENTS

### A. PROPOSAL FORMAT

Proposals must be typed, single-spaced, and include sequentially numbered pages. All required elements must be included in the order prescribed.

### B. SUBMISSION CRITERIA

The proposals must include a summary of prior experience in providing these or similar services.

The proposal must be submitted with all the required elements in the following order, in addition to the previously mentioned information. (Section IV, Item C)

- Cover Letter
- Attachment A: Proposer Identification Form
- Attachment B: Qualifications, Proposed Activities and Costs
- Attachment C: Three professional references
- Attachment D: Certification of Legal and Signatory Authority
- Attachment E: Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements
- Attachment F: Certification Regarding Texas Corporate Franchise Tax
- Attachment G: Certificate Regarding Conflict of Interest
- Attachment H: Equal Opportunity and Nondiscrimination
- Attachment I: Assurances and Certifications
- Attachment J: Budget Form

The WFSC staff will date, and time stamp each proposal received and will issue verification of receipt if requested.

Under no circumstances shall a WFSC board officer or member, employee, or agent of WFSC deliver a proposal on behalf of the proposer.

### C. PROPOSAL NARRATIVE

Proposers must provide the following information:

1. **Demonstrated Competencies, Qualifications, and Experience (40 points):**
  - Company Information: Overview of the company, years in business, and relevant experience.
  - List of key clients and relevant case studies: website redesign, mobile-friendly design, WordPress development and migration; Accessible web design meeting WCAG 2.0 AA standards; Complex feature implementation, such as advanced search, calendar filters, and multi-language support.
  - References: Contact information for at least three references from similar projects.
2. **Technical Approach and Methodology (30 points):**
  - Proposed approach to the website redesign, and maintenance.
  - Description of the proposed technology stack, including CMS, and security measures.
  - Plan for content migration, website testing, and quality assurance.
  - Recommendations for key plugins and customer experience strategies.
  - Description of recommended maintenance services and methodologies, including regular plugin reviews and updates
3. **Project Management and Support (20 points):**
  - Project timeline and key milestones.

- Description of the project team and their roles.
- Plan for ongoing support, maintenance, and communication.
- Proposed response times, training, and service level agreements.
- Any additional information or recommendations that may be relevant to our requirements

4. **Cost (10 points):**

- Detailed breakdown of all costs associated with the project, including design, development, and maintenance fees.
- Hourly rates for monthly ongoing support and maintenance (e.g. 10 hours per month).

5. **Historically Underutilized Business (HUB) (+5 points)**

- A "Historically Underutilized Business" is an entity with its principal place of business in Texas and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who reside in Texas and have a proportionate interest and demonstrate active participation in the control, operations and management of the entity's affairs.
- Bonus points will be awarded to proposals submitted by a HUB certified by the Texas Comptroller of Public Accounts or another bona fide certifying agency. HUBs must identify their certifying agency on the cover sheet and attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that are expired or do not meet the criteria specified shall not be considered for the five additional points.

## SECTION V – PROPOSAL REVIEW AND SELECTION PROCESS

### A. PROPOSAL REVIEW

WFSC staff will review all proposals for responsiveness to the RFP requirements.

### B. EVALUATION PROCESS

Proposals will be evaluated based on the criteria outlined in Section IV. A review team will score the proposals, and the selection will be based on demonstrated competence and qualifications.

#### Selection Criteria and Scoring

Selection Criteria	Points
Demonstrated Competencies, Qualifications, and Experience	40
Technical Approach and Methodology	30
Project Management and Support	20
Cost	10
Historically Underutilized Business (HUB)	5 bonus points
<b><u>TOTAL POSSIBLE POINTS:</u></b>	<b><u>105 points</u></b>

## SECTION VI – RFP GENERAL INFORMATION

### A. PROPOSER APPEAL PROCESS

The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.



All proposers will be notified in writing of the results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of the Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone, and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

**Salome Perez**  
**Chief Program Officer**  
**700 Ruben M Torres Blvd., 3<sup>rd</sup> Floor**  
**Brownsville, TX 78520**  
**Dated Material Enclosed**

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, The Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative.

Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

**Request for Debriefing:** A request for a debriefing may be submitted within fifteen (15) days of receipt of notification of the procurement decision by any unsuccessful respondent who is not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including proposal evaluation process, and help unsuccessful respondents understand why they were not selected. Debriefings serve as an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

## **DISCLAIMER**

The Board has no legal requirements to execute a contract and/or agreement based on any proposal received.

No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any contact outside of the formal review process with any employee of the Workforce Solutions Cameron Local Workforce Development Board or any member of the Workforce Solutions Cameron Local Workforce Development, for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.

The Board reserves the right to accept or reject any or all proposals received; to cancel this Request in part, or in its entirety; or to reissue the Request. The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.

The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest will be accepted by the State Grantor Agency (Texas Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to, disputes, claims, protests of awards, source evaluations or other matters of contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.



The Board reserves the right to request additional information and/or negotiate issues prior to selection.

Questions concerning this request should be directed to Hazel Quintero by calling (956) 548-6700 or emailing [hazel.quintero@wfscameron.org](mailto:hazel.quintero@wfscameron.org).

## **REQUIRED ASSURANCES**

1. Procurement documents will outline required compliance with assurance provisions stated in 29 CFR 38.25 through 38.27; 38.53 and WIOA Section 188. The assurances include, at minimum, 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.
2. Pursuant to 15 U.S.C. 2225a, the proposer, 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.
3. 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. A list of flood-prone areas that are eligible for flood insurance is published in the Federal Register by FEMA.
4. 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>.

## **LEGAL RESPONSIBILITIES**

Public liability and property insurance in the amount of \$1,000,000 is to be carried out by the contractor, and a certificate of such insurance is to be provided within two weeks after the contract has been awarded. The awarded vendor shall provide proof of Workers Compensation coverage for employees in compliance with the State of Texas Statutes. Contractor staff must take care not to damage customer property when providing services.

The contractor shall not cancel coverage or materially altered during the contract term. Any deductible will be the responsibility of the Contractor.

## **B. OPEN RECORDS**

Information submitted in response to this RFP is subject to public disclosure under the Texas Public Information Act.

**Attachment A**

**PROPOSER IDENTIFICATON FORM**

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		
EMAIL		
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.		
IRS. NO.		
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

**Attachment B**  
**PROPOSAL NARRATIVE**

## Attachment C

### REFERENCES

Please list at least 3 references for current or past contracts that are similar in scope or scale and provide Company/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 D**

**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 RFP, and that 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 RFP 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 E

### **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.

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**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 any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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**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 notify 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 requires 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.

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Name of Individual or Organization submitting application:

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Name and Title of Authorized Signatory:

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Signature of Authorized Representative:

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Date



## Attachment F

### CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

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

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

Indicate the certification that applies to your subcontracting entity:

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

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

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Name of Individual or Organization submitting application:

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Name and Title of Authorized Signatory:

---

Signature of Authorized Representative:

---

Date

## Attachment G

### 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 Policy Board, the Executive Director, or an employee of Workforce Solutions Cameron (WFSC).
2. No manager or paid consultant of the Applicant is married to a member of the Policy Board, the Executive Director, or an employee of WFSC.
3. No member of the Policy Board, the Executive Director 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 Policy Board, Executive Director, or employee of WFSC receives compensation from the Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code.
5. The 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.

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Name of Individual or Organization submitting application:

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Name and Title of Authorized Signatory:

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Signature of Authorized Representative:

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Date

## Attachment H

### EQUAL OPPORTUNITY AND NONDISCRIMINATION

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:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 38 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition, or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, prohibits discrimination based on age in programs receiving federal financial assistance.
- 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 Act of 1972 which prohibits discrimination on the basis of sex under any education program or activity receiving Federal financial assistance.
- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), 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 are 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 I

### ASSURANCES AND CERTIFICATIONS

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

1. The information contained in this proposal is true and correct.
2. The costs described in the proposal budget accurately reflect 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 Proposal 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 Proposal has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Proposal.
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 Proposal 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 WFSC funded programs or activities and all agreements or arrangements to carry out WFSC 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.

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Name of Individual or Organization submitting application:

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Name and Title of Authorized Signatory:

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Signature of Authorized Representative:

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Date

## Attachment J

### BUDGET FORM

Provide a line-item budget or schedule of fees for each of the costs listed below. Include an explanation for all costs – i.e. hourly rates, set-up fees, frequency, etc. Attach additional pages if needed.

Website redesign	\$
Content delivery review	\$
Annual ongoing maintenance/support/security	\$
Ad hoc hourly rate(s) and fees for future enhancements	\$
<b>TOTAL</b>	<b>\$</b>
Maintenance/Support/Security Estimated Cost (Year 2)	\$

### Cost Summary

Website Redesign Costs
Content Delivery Review
Ongoing Maintenance/Support/Security
Hourly Rate(s) and Fees for added services as needed