

# REQUEST FOR QUOTES

## RFQ # 25-RFQ-09-259



## Plumbing Services

DATE: September 22, 2025

**SUBMIT QUOTES TO:** Workforce Solutions Cameron  
Hazel Quintero – Procurement  
700 Ruben M Torres Blvd.  
Brownsville, TX 78520  
Phone: 956-548-6700  
Fax: 956-548-6716  
Email: [hazel.quintero@wfscameron.org](mailto:hazel.quintero@wfscameron.org)

***Bids must be submitted electronically.***

**SUBMISSION DATE:** Quotes must be received by **3:00 PM (CST) on October 10, 2025.** Quotes received after this time will not be considered.

### BACKGROUND:

Workforce Solutions Cameron (Board) is a private, non-profit corporation that provides policy planning, oversight and evaluation of a consolidated workforce development system in the Cameron County Texas Workforce Development Area. Services offered through two one stop centers include 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.

### SERVICES REQUESTED:

Workforce Solutions Cameron is requesting quotes to provide plumbing services to the Workforce Solutions Cameron Centers located below:

700 Ruben M. Torres Blvd., 3rd Floor, Brownsville, Texas

851 Old Alice Road, Brownsville, Texas

4725 Towerwood Dr., Brownsville, Texas

1820 West Jefferson, Harlingen, Texas

The list of buildings and/or locations above is subject to additions or deletions during the course of the term contract.

Plumbing services must include, but not be limited to:

## SCOPE OF WORK:

1. Workforce Solutions Cameron requires the services of qualified Contractors to provide On Call Plumbing services for Workforce Solutions Cameron buildings/facilities in Cameron County areas.
2. Services may include but are not limited to preventive maintenance and repair as required. Work may involve routine annual service or major repairs (any repair exceeding \$1,500.00 needs prior approval).
3. The successful proposers will be responsible for providing labor, supervision, materials, equipment, transportation, service and the shop facilities necessary to perform high quality work.
4. **Response time to calls:** Contractor's services are required on an on-call basis. Whenever possible the contractor shall respond to the request for work within **2 hours by phone and within 8 hours in person on the job site.** If work can't be accepted by the contractor, management should be notified by phone so other arrangements can be made.
5. Contractor shall report on-site within one (1) hour of receiving notification of an emergency, as determined solely by Workforce Solutions Cameron.
6. If work can't be accepted by the contractor management should be notified by phone so other arrangements can be made.
7. All plumbing work must comply with local and national code and standards.

## TIMELINE

Release of RFQ	September 22, 2025
Questions Due	September 26, 2025, 3:00 p.m.
Answers to Questions	October 3, 2025
Quote Due	<b>October 10, 2025, 3:00 p.m.</b>
Evaluation Process	October 13-17, 2025
Award of Contract	November 1, 2025

Questions regarding the contents of the RFQ must be submitted in writing on or before time and date and directed to [hazel.quintero@wfscameron.org](mailto:hazel.quintero@wfscameron.org). All Questions submitted will be answered and posted on Workforce Solutions Cameron's website.

## EVALUATION CRITERIA

Completeness	<b>15 points</b>
Experience: Years in business	<b>40 points</b>
Price/Cost	<b>45 points</b>
Historically Under-Utilized Business (HUB)	<b>5 points</b>

## CONTRACT PERIOD OF PERFORMANCE

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 the option to renew the contract for up to an additional four (4) one-year renewals based on satisfactory performance.

## PROPOSER APPEALS 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 final 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 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.**  
**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 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 is under no legal requirements to execute a contract and/or agreement based on any quote received.

No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a quote 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 quote. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject quotes of those proposers who violate this condition.

The Board reserves the right to accept or reject any or all quotes 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 quote 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 negotiations 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. List of flood-prone areas that are eligible for flood insurance are 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

Must be an established business with a minimum of five (5) years' hands-on experience in Plumbing Services.

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

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

The Contractor shall furnish all labor, equipment, and materials required to perform the above specified work.

Above all, plumbing services have a responsibility to their clients to fulfill the work they promised and at the highest quality possible.

Proposers should submit the following:

1. **Attachment A** – Proposer's Response Form
2. **Attachment B** – Proposer's Identification Form
3. **Attachment C** – Professional References
4. **Attachment D** – Certification of Legal and Signatory Authority

5. **Attachment E** – Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and Drug-Free Workplace Requirements
6. **Attachment F** – Certification Regarding Texas Corporate Franchise Tax
7. **Attachment G** – Certificate Regarding Conflict of Interest
8. **Attachment H** – Equal Opportunity and Non-Discrimination

**Attachment A**

**PROPOSER'S RESPONSE FORM**

**Work Specification:** The successful Plumbing Company shall provide all equipment, materials and labor for plumbing services as needed in various Workforce Solutions Cameron locations for the calendar year.

**Company Name:** \_\_\_\_\_

<b>Labor Rate</b>		<b>Cost</b>
Normal Working Hours, Monday through Friday, 8:00 a.m. - 5:00 p.m.	per hour	\$ _____
Overtime Hours, Monday through Friday, 5:01 p.m. - 7:59 a.m.	per hour	\$ _____
Saturday/Sunday Holidays Rate	per hour	\$ _____
Emergency Call Rate	per hour	\$ _____
Mark-up Rate on Materials	Percentage	_____ %

\_\_\_\_\_  
Authorize Representative/Title  
(Print or Type)

\_\_\_\_\_  
Authorized Representative  
(Signature)

\_\_\_\_\_  
Date

Attachment B

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 IS PROPOSER CERTIFIED AS A HISTORICALLY UNDER-UTILIZED BUSINESS BY THE TEXAS WORKFORCE COMMISSION	<input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO

**Attachment C**

**PROFESSIONAL REFERENCES**

Please list at least 3 references of 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 requirement and provisions of this RFQ and that this organization will comply with all  
applicable federal, state, and local laws, rules, regulations, polices and directives in the implementation of this proposal. I  
certify that I have reach 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 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 to 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 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 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 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 it 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 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 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 contact 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, which 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, which 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 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