

Workforce Solutions Greater Dallas is an equal opportunity employer/program.  Auxiliary aids are available upon request, for persons with disabilities. TTY:214-745-1054.  Funding received by the TWC and through the Departments of Labor, Health, Education and Agriculture. 100% of paid costs would be from Federal Funds.  It is not anticipated that non-governmental funds will be involved.

February 1, 2022

Interested Respondents

Request for Quotations (RFQ) for Other Vendor Services

*Facilitators, Content Experts/Trainers/Coaches, Graphic Design, Community Outreach and Response*

**An Open Procurement Process**

Workforce Solutions Greater Dallas (WFSDallas) is a non-profit organization that administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. WFSDallas administers contracts and activities with a budget of approximately $200M annually. WFSDallas is a tax-exempt organization. Please see our WFSDallas website ([www.wfsdallas.com](http://www.wfsdallas.com)) to learn more about workforce programs, our governance and Board of Directors, and other pertinent information.

***Services Solicited***

WFSDallas seeks vendors for specialized services with a customer-centered approach to include:

* **Facilitators** to deliver workshops, content specific programs, or planning sessions to assist WFSDallas.
* **Content Experts, Trainers, and Coaches** to coordinate and deliver innovative workshops targeted to jobseeker/employer/community customers on an as need basis.
* **Graphic Designers** to create visual representation of brand, workforce content to communicate with customers; including but not limited to flyers, reports, templates, or representation of data.
* **Community Outreach and Response** to assist WFSDallas in communications including writing, distribution, and coordination with local media.

**Vendors may bid on any one or all services if the pricing and expertise is specific to each category.**

***Eligible Bidders***

Vendors with the capability to provide services as described within the RFQ, with a record of integrity and good business ethics (i.e., not debarred from doing business with state, federal or local government), able to meet the technical specifications for quality and other terms of this RFQ, and location(s) within the Greater Dallas workforce area or surrounding Metroplex, are invited to respond.

Vendor(s) selection will be via small purchase method of procurement (as described in the TWC Financial Manual for Grants and Contracts) based on the price, qualifications, and the ability to accommodate the needs of WFSDallas. It is important to note that all vendors currently on the WFSDallas Approved Vendors’ List must submit updated costs, annually. Consideration to continue providing services will be reviewed annually for competitive pricing and quality of services delivered. All costs will be evaluated for reasonableness to remain on the Approved Vendors’ List. Existing approved vendors do not need to reapply unless interested in applying for additional services solicited above.

***Selection Criteria/Services Period***

* The selection of vendor(s) to provide services will be based on a complete response to this RFQ, and competitive pricing hourly services.
* Prices must be guaranteed for a 12-month period.
* All approved vendors will be placed on a vendor’s list for a 12-month period.
* WFSDallas retains the option to extend the period of qualifying individuals/companies on a vendors’ list for 12- month period for up to three (3) additional 12-month terms.
* The total timeframe on the vendors’ list for availability of service shall not exceed four (4) years for this procurement but may be renewed in an additional procurement cycle.
* Offers to extend service availability on the vendors’ list on a 12-month basis will be based on satisfaction with service, pricing, and availability of funds.

***Procurement Process and Timeframe for Submission***

This is an open procurement process and quotations will be considered monthly until workforce operation needs have been satisfied. The information requested above may be emailed to [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) If you have any questions regarding this RFQ, please address them to the email link at procurement@wfsdallas.com. The responses to questions will be provided in Q & A format and posted at the WFSDallas’ website <http://www.wfsdallas.com/doing-business> The Q & A will be updated as questions are received and will remain on the wfsdallas.com website.

## Open Records and Public Disclosure of Proposal Information

## This is a negotiated procurement utilizing the request for quotations (RFQ) method, and as such, the selection of vendors does not have to be made to the respondent(s) submitting the lowest price, but rather to the respondent(s) submitting the most responsive quotations that satisfies the requirements and is determined to be in the best interest of the Board.

Workforce Solutions Greater Dallas is a State of Texas appointed Local Workforce Development Board. Proposals submitted will not be returned and are subject to the Texas Public Information Act located in Chapter 552 of the Texas Government Code (the “PIA”) and may be disclosed to the public upon request. Subject to the PIA, proposers may protect trade secret, proprietary and confidential information from public release. If a proposer does not desire proprietary or confidential information in its proposal to be disclosed, proposer is required to identify all proprietary or confidential information in its proposal. This identification must be done by individually marking each page with the words "Confidential Information" on which such proprietary or confidential information is found. If the proposer fails to identify confidential information, proposer agrees that, by submission of its proposal, those sections shall be deemed non-confidential and made available in response to any public request.

Proposers are advised that Workforce Solutions Greater Dallas, to the extent permitted by law, will protect the confidentiality of submitted proposals. However, proposers shall consider the implications of the PIA, particularly after the request for proposals process has ceased and the contract award has occurred. While provisions in the PIA may apply to protect confidential information, proposers are further advised that a determination on whether those standards have been met will not be made by Workforce Solutions Greater Dallas but must be decided by the Office of the Attorney General of the State of Texas. In the event a request for public information is made, Workforce Solutions Greater Dallas will notify the proposer and the proposer may then request an opinion from the Attorney General pursuant to Section 552.305 of the Texas Government Code. Workforce Solutions Greater Dallas will not make a request for an opinion from the Texas Attorney General. Copyrighted proposals are unacceptable and are subject to disqualification as non-responsive.

***Governing Provisions and Limitations***

1. The main purpose of this RFQ is to ensure uniform information in the solicitation of proposals and procurement. This RFQ does not commit the WFSDallas to pay for costs incurred in the preparation of a response, or any other costs incurred prior to the execution of a formal agreement, unless such costs are specifically authorized in writing by WFSDallas.
2. WFSDallas reserves the right to accept or reject any or all proposals received, to cancel and/or reissue this RFQ in part or its entirety.
3. WFSDallas reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
4. All Board Directors, officers, and staff, or any agents of the Board are precluded from entertaining questions concerning the proposal or this procurement process outside the confines of the formal Questions and Answers process. Potential respondents, respondents and current provider of services are asked to respect these conditions by not making personal requests for assistance. No employee, member of a Board of Directors or other governing body, or representative of a respondent who submits a proposal under this RFQ may have any contact outside of the formal review process with any employee of WFSDallas, or any member of the Board of Directors for purposes of discussing or lobbying on behalf of respondent’s proposal. This contact includes written correspondence, telephone calls, personal meetings, e-mail messages, or other kinds of personal contact. WFSDallas will reject proposals of those respondents who violate this condition.
5. WFSDallas reserves the right to contact any individual, agency employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the respondent’s relevant performance and/or qualifications; and to request additional information from any respondents.
6. Respondents shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
7. No Board Director, officer, or employee, or any agent of the Board shall participate in the selection, award or administration of a contract supported by Board funds if a conflict of interest, real or apparent, would be involved.
8. Respondents shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a respondent to be disqualified.
9. WFSDallas reserves the right to deem a proposal non-responsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFQ.

***Proposal Evaluation Process***

WFSDallas assigns professional staff to read and evaluate each submission. Parts of the scoring are scored independently by each reader; the final scores for those parts will be the average of the independent scores of all readers. For the final decision, WFSDallas reserves the right to depart from the strict ranking by evaluation scores, whenever it deems such departure will better serve the best interests of WFSDallas and its constituents. A proposal must achieve an overall score of at least 70 points to be considered for selection and placement on the vendors’ list. All proposals will be evaluated based on the criteria:

* **Scope of Work/Company History** **50 points**
  + Experience in delivering proposed services, qualifications, experience to include years of experience. Special emphasis on services delivered to small businesses and non-profit orgs, Key personnel credentials will be reviewed.
  + Links of proposed services and samples of work will be evaluated.
  + References of three recent companies will be evaluated to determine comparable project experience.
* **Cost** **50 points**
  + Bidders may furnish pricing for all or any portion of the RFQ. Staff may evaluate and award for any specialized service or group of specialized services within the RFQ or any combination deemed most advantageous to WFSDallas.

***Proposer Inquiry and Appeal Process***

1. The Dallas County Local Workforce Development Board, Inc. dba Workforce Solutions Greater Dallas is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. Please see the TWC Financial Manual for Grants and Contracts, Chapter 14, Procurement, and Appendix D, September 1, 2020. <https://twc.texas.gov/financial-manual-grants-contracts-chapter-14-procurement>

2. Respondents not selected by this process may appeal the decision by submitting, within 10 days of the Board notification of the procurement decision, a written request for debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The Board shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled briefing. (NOTE: The Board extends the courtesy of offering a briefing to any respondent who is not selected for funding; the 10-day time frame must be adhered to only if a respondent is considering an appeal.) A copy of the complete appeal process will be provided upon request.

# **PROPOSAL SUBMISSION FORM**

# RFQ Vendor Services – Other Vendor Services

### 1. Contact Information

1.1 Organization Name submitting the Proposal:

1.2 Name and Title of Representative Completing the Proposal:

1.3 E-mail address of Representative:

1.4 Telephone Number of Representative:

1.5 Name and Title of Designated Contact for the Organization:

1.6 E-Mail of Designated Contact:

1.7 Telephone Number of the Designated Contact:

1.8 Type of Organization      Date Established

1.9 Federal EIN      Texas State Comptroller ID #

2. Scope of Work/Company History (50 points)

Following a review of our website ([www.wfsdallas.com](http://www.wfsdallas.com)), describe your proposed services.

Briefly describe your experience in delivering the proposed services, qualifications and experience to include years of experience delivering services to small businesses and non-profit organizations. Submit agency bios of the team members that will be directly involved in the project.

Please include links of work that you have created, similar to what you plan to do for us.

To analyze comparable project experience, please provide a list of three recent projects/services to which your company has provided proposed or similar services within the past three years (company name, street address, mailing address, contact person and title, phone, and email).

3. Cost (50 points)

Please provide a full break-down of all costs. Including a total estimated hours required to complete proposed work, as well as hourly rates of individual team members dedicated to the project.

### 4. Authorized Signature

I certify that the information contained in this quotation/proposal, and any attachments are 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 of the Board, director or agent of the Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFQ, and that this organization will comply with Board policies and other applicable local, state, and federal regulations and directives governing this procurement process. I also certify that I have read and understand and will comply with the RFQ terms; and furthermore, that I am authorized to sign this bid and submit it to the Dallas County Local Workforce Development Board, Inc. on behalf of my organization by authority of its governing body or owners. I authorize the Board to verify references and applicable data to conduct background checks, as necessary.

I have also reviewed and certify that my organization has not been debarred in accordance with Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (2 C.F.R. Part 417), Department of Labor (2 C.F.R. Part 2998), Department of Education (2 C.F.R. Part 3485), and the Department of Health and Human Services (2 C.F.R. Part 376). I certify that neither my organization nor its principals:

1. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or Agency.
2. Have, within a three-year period preceding this bid, been convicted of 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 grant award 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;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses;
4. Have had, within a three-year period preceding this bid, one or more public transactions terminated for cause or default,
5. Barred from participating in State contracts pursuant to Texas Government Code § 2155.077, as implemented by 34 TAC §§ 20.105 – 20.107; <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>; and
6. Barred from federal level using the U.S. General Service Administration’s System for Award Management (SAM) Exclusion Search Web Service (formerly the Excluded Parties List System or EPLS) accessible at <http://sam.gov>.

Typed name and title of authorized Organization signatory:

Name      Title      Date signed:

Organization Authorized Signature:

