

WORKFORCESOLUTIONS
G R E A T E R D A L L A S

INVITATION FOR BIDS
FOR
INNOVATIVE TECHNOLOGICAL TOOLS

Issued June 29, 2010, 1:00 P.M. CDT
Available and delivered to the Board Office
Monday through Friday, 8:00 A.M. to 5:00 P.M.

On-line Bidders' Questions/Answers and IFB at:
www.wfsdallas.com

Bid Deadline:
Thursday, July 29, 2010, 5:00 P.M. CDT

One Main Place, 1201 Main Street, Suite 2700
Dallas, Texas 75202
214-290-1000

**INNOVATIVE TECHNOLOGICAL TOOLS
INVITATION FOR BIDS PACKAGE #102906**

INTRODUCTION

The workforce development system in Dallas County is governed and managed by the Dallas County Local Workforce Development Board, Inc. d.b.a. Workforce Solutions Greater Dallas, acting on behalf of the area's citizens and employers. The Dallas County Local Workforce Development Board is a 501(c)(3), a not for profit corporation in the State of Texas. It is a volunteer body constituted in accordance with the federal Workforce Investment Act and the Texas Workforce Act (HB 1863 and S 642) and appointed by Chief Elected Officials in the workforce development area. Board Directors represent a partnership of private employers, organized labor, non-profit organizations and public entities. The Board 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. Please see the Board's website for additional information on the workforce programs and locations of the local workforce centers within Dallas County (www.wfsdallas.com).

Mission

Workforce Solutions Greater Dallas exists to ensure competitive solutions
for **EMPLOYERS** through quality people and for **PEOPLE** through quality jobs.

Vision

Workforce Solutions Greater Dallas is recognized locally and nationally as a best in class workforce system that:

- Offers employers the premier solution for a qualified workforce
- Provides job seekers comprehensive solutions to ideal employment
- Orchestrates community growth and economic development
- Engages essential employers committed to furthering the Workforce agenda

PART 1.0 GENERAL INFORMATION

1.1 PURPOSE OF INVITATION FOR BIDS (IFB) AND REQUIREMENTS

Workforce Solutions Greater Dallas assists Dallas County job seekers in finding gainful employment/re-employment for which trained for or in training related employment. In addition, Workforce Solutions Greater Dallas assists those job seekers having job ready skills with re-employment opportunities. We are seeking to extend and expand the range of customer services available through Workforce Solutions Greater Dallas and workforce center operations with other innovative technological tools.

This IFB solicitation is conducted to comply with federal procurement procedures.

1.2 SERVICES/PRODUCTS SOLICITED IN THIS IFB

Workforce Solutions Greater Dallas is seeking to contract or reach a vendor agreement with an individual or organization to provide innovative technological tools and training to extend and enhance customer services delivered within the workforce centers and available online. In addition, these services should include assistance in integrating tools into WFSDallas existing IT structure. WFSDallas objective is to streamline services with tools that will promote self-help by providing solutions and cost efficiencies to future workforce services. The Board reserves the right to extend virtual services beyond the Greater Dallas geographic area including beneficial partnerships with contiguous workforce areas or other regional partners. The type of tools solicited may include, but are not limited to:

- Online resume preparation
- Career needs assessment
- Career awareness
- Individualized/accessible online portfolios
- Self-help assessment and
- Other innovative technological tools.

To better prepare the job seeker customer for work, Workforce Solutions Greater Dallas is seeking tools that will not only provide a better match for a career but will increase cost efficiency. Job seeker customers served online and within the workforce centers include:

- Dislocated Workers (professionals, executive, degreed and credentialed)
- Recently displaced workers (skilled and minimally skilled)
- Veterans
- Previously incarcerated persons
- Low skilled, at-risk recipients of public assistance
- Homeless individuals
- Individuals with disabilities

Delivery Timeline/Penalty for Non-compliance with Timeline of Deliverables

The invoice and delivery of services and products to Workforce Solutions Greater Dallas is required no later than September 3, 2010. Failure to comply with this invoice and delivery timeline may result in a reduction to the price amount for service/products.

1.3 ACTIVITIES AND SERVICES NOT SOLICITED

The following functions, activities, and services are not solicited in this Invitation for Bids (IFB):

- Planning, general administration, monitoring and oversight of programs and contractors; these are retained by the Board.
- Management and operation of workforce services- these are currently provided by Arbor Education and Training.
- Management and operation of youth services – these are currently provided by Arbor Education and Training, Richland College and Gulf Coast Trades.
- Vendors of pre-vocational and/or occupational training programs will provide training on an individual referral basis. Such training is solicited via separate procurement processes.

- Adequate facilities are in place to house existing workforce system operations which include nine (9) workforce centers (eight (8) full service centers, and one (1) satellite center). Please see our website for detailed information on center locations: www.wfsdallas.com
- Direct services to employers.

1.4 IFB SCHEDULE OF EVENTS

The following schedule is subject to revisions at the discretion of the Board. All requestors of this IFB will be notified of any changes.

<u>Dates</u>	<u>Activity</u>
Sunday, June 27, 2010 CDT	IFB Public Notice
Tuesday, June 29, 2010, 1:00 PM CDT	Issuance of IFB
Tuesday, July 6, 2010, 5:00 PM	Deadline for Questions
Wednesday, July 7, 2010, 5:00 PM	Answers to Questions Posted
Thursday, July 29, 2010, 5:00 PM.....	Proposals Due
Monday, August 2, 2010.....	Bidders Contacted as Needed
Wednesday, August 18, 2010.....	Board Action
Wednesday, September 1, 2010.....	Anticipated Contract Start Pending Successful Negotiation
Friday, September 3, 2010.....	System Delivery and Implementation
Tuesday, September 7, 2010.....	Train WFS Staff member(s)

PART 2.0 IFB COMPONENTS

2.1 ADMINISTRATION OF THIS INVITATION FOR BIDS (IFB)

A. Issuance

The IFB issued at **1:00 p.m. CDT, Tuesday, June 29, 2010** and available for download from the Board's website: <http://www.wfsdallas.com>. If you are unable to download the IFB, please contact: procurement@wfsdallas.com or (214) 290-1000.

B. Invitation for Bids/Notice about Closing of Invitation for Bids

The package contains **all** the necessary information and forms to respond to this Invitation for Bids (IFB). Bids must include an original and five (5) exact copies. **The Bid must be officially received by the Board staff at 1201 Main Street, Suite 2700, Dallas, Texas 75202 no later than 5:00 p.m. CDT on Thursday, July 29, 2010.** Bids may be hand delivered by bidder, courier service or submitted by mail. Tele-copier, fax, or e-mail transmission **is not acceptable**. Official receipt of bids will be by entry on the Board's log of bids received, and verified by a receipt form issued by the Board staff. Bidders using mail that is received by Board staff on or before the deadline date above will be sent a copy of this receipt form upon request. Any **modifications or amendments** to a bid (i.e., one already submitted prior to the deadline) must also comply with the above requirements and the response deadline. **Any bids or amendments delivered/received after the deadline date will not be considered, but will be deemed late and non-responsive to this IFB procurement process. Late bids or amendments will be returned without review.**

This IFB will close on **July 29th at 5:00 p.m. CDT.**

Response must be mailed to and addressed and externally labeled as follows:

**Innovative Technological Tools
Attn: Procurement
Dallas County Local Workforce Development Board, Inc.
1201 Main Street, Suite 2700
Dallas, Texas 75202**

Dated Material: **Innovative Technological Tools bid due July 29, 2010 by 5:00 p.m. CDT.** The Board is not responsible for any errors of omission or otherwise on the part of the U.S. Postal Service or other carrier regarding proof of mailing.

2.2 BIDDERS' CONFERENCE

There will be no Bidders' Conference; however, questions may be posed to the e-mail address: procurement@wfsdallas.com. Responses will be posted on the Board's website at www.wfsdallas.com.

The deadline for questions will be Tuesday, July 6, 2010 at 5:00 p.m. Answers to all questions will be posted on www.wfsdallas.com by Wednesday, July 7, 2010 at 5:00 p.m.

2.3 CONTRACT/AGREEMENT AWARD

A. Contract/Agreement Type

All services and products solicited under this IFB shall be procured under the competitive method. Contract/agreement executed as a result of this IFB will be cost reimbursement unless a different type of contract is determined by the Board to be more advantageous. All contracts/agreements shall be contingent upon the receipt of sufficient funding from the Texas Workforce Commission. Negotiated contract/agreement for services and products will be contingent upon funding actually received. Final contracts/agreements will also be subject to any changes in the legislation, regulations, or policies promulgated by the Federal funding sources, U.S. Department of Labor, or TWC. The Board retains the right to vary or change the terms of any contract/agreement solicited via this IFB, including scope of services, and shortening or extending the contract/agreement period, as it deems necessary in the interest of the Board and its programs.

B. Contract/Agreement Period

The anticipated contract/agreement period is for **September 1, 2010 through September 30, 2011**. The Board retains the option to extend any such provider contract/agreement, contingent on availability of funding and satisfactory performance in accordance with Texas Workforce Commission and Board requirements for up to two additional years.

2.4 ELIGIBLE BIDDERS

Any vendors with the capability to provide items described within this IFB with a record of integrity and good business ethics (i.e., not debarred from doing business with state, federal or local government) are invited to

respond. Selection of a vendor or vendors will be via the competitive negotiation method of procurement process (described in the TWC Financial Manual for Grants and Contracts) based on the price and the ability to

accommodate the needs of WFSDallas.

2.5 SELECTION PROCESS

Selection of a vendor or vendors will be in accordance with the principles stated in the Board's plan and State plans, as well as other applicable laws, regulations and policy issuances from Federal, State, and Local entities.

1. We will make an effort to utilize small, minority and female-owned or operated businesses, as vendors, and to allow such organizations maximum feasible opportunity to compete for award.
2. We will award contract/purchase agreement(s) only to "Responsible Bidder", i. e. a Bidder/Vendor who has demonstrated competence to deliver the specified goods and services, a proven record of business integrity and ethics, and the ability to meet the requirements of this Request.
3. The Board reserves the right to contact any individual or agency listed in the Bid, or to contact others who may have knowledge of the bidder's relevant services/products or qualifications.
4. A response to this request does not commit the Board to award a purchase agreement or to pay any costs incurred in the preparation of a response, nor to pay for any other costs incurred prior to the execution of a formal purchase agreement unless such costs are specifically authorized in writing by the Board.
5. The Board reserves the right to accept, or reject any or all Bids received, or to cancel in part or its entirety this Invitation for Bids.
6. No contract/purchase agreement may be awarded until the bidder has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the vendor, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
7. Bidders shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer, or employee of the Dallas County Local Workforce Development Board, Inc. or to any consultant, employee, or member of the Board for the purpose of or having the effect of influencing favorable disposition toward their own bid or any other bid submitted hereunder.
8. Bidders shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts.
9. In the interest of maximum, free and open competition, all Board Members and Board staff will be precluded from providing technical assistance or answering questions concerning this IFB which might offer a competitive advantage to any bidder. Potential Bidders are asked to respect these conditions by not making personal requests for assistance.
10. Prior to award of any contract/purchase agreement, a Bidder must sign a "Certification Regarding Conflict of Interest" stating adherence to the Board policy regarding free and open competition and conflicts of interest.
11. The Dallas County Local Workforce Development Board, Inc. is the responsible authority for handling complaints or protests regarding this procurement process. Such complaints must be submitted to the Board in writing within 30 calendar days of the notification of awards. No protest shall be accepted by

the grantor (State) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to disputes, claims, protests of award or non-selection for award, source evaluation, or other matters of a contractual or procurement nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The Dallas County Local Workforce Development Board, Inc. will notify all bidders in writing of the procurement results within ten (10) working days of its decision.

Any bidder not selected for award of a contract/purchase agreement may receive a debriefing to obtain information on the procurement process and the reason (s) for non-selection. The debriefing must be requested in writing within thirty (30) days of the date the notice of non-selection is postmarked.

12. The contents of a successful bid can become a contractual obligation, if selected for funding. Failure of the bidder to accept these obligations can result in cancellation of the award for contract/purchase agreement. The Board reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the bidder's ability to perform as stated in the bid.
13. The Board reserves the right to request additional information from any and all bidders.
14. The Board reserves the right to award a contract/purchase agreement to other than the lowest cost/priced bidder.

2.6 SELECTION CRITERIA FOR AWARD

The evaluation factors for the basis of awarding a contract/agreement include:

- Bidder's demonstrated experience in providing and delivery of requested services/products
- Description of services/products requested
- Ability to meet IFB timeline for invoice and delivery of requested services/products
- Costs

2.7 BID PREPARATION

Each bid must contain:

1. Bid Cover Sheet
All items on the Bid Cover Sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority - a person with the legal authority to negotiate and sign a contract on behalf of the bidding entity. (This is also the person who must sign the various certification forms.)
2. Narrative
 - a. Describe your organization (length of time in business, etc.) and record of providing services/products similar to those requested. In addition, provide qualifications and experience of staff who will be involved in implementing services and products to Board staff. Please attach individual resumes/any other credentials with narrative.
 - b. Provide sufficient information including, but not limited to, the information requested in Section 1.2 of this IFB; and a statement of commitment to invoice and delivery timeline as communicated in Part 1.2 of this IFB.

- c. Budget Summary - The Board is seeking services/products at the most competitive cost available, provided that the bidder can comply with all the limitations specified in this Invitation for Bids. Bidder's bid will be for the total cost of services/products as prescribed in this IFB for WFS Dallas.

Budget Summary Instructions

Delivery and Implementation – Indicate cost for delivery and implementation of system to be provided.

Training WFS Staff (one time service) – If applicable, indicate cost for one time training of WFS staff.

One Year Technical Support – If applicable, indicate cost for one year of technical support to system to be provided.

First Year License – If applicable, indicate cost for first year license for system to be provided.

License for Each Additional Year – indicate cost for license for system for up to two additional years for system to be provided.

Other – If applicable, indicate any other cost associated with system delivery and implementation not described as a cost item in the budget summary.

- d. Budget Summary Back-up Sheet – Please provide details and/or formula for each cost item listed in the Budget Summary Back-up Sheet.
3. List of Recent References
Please provide a list of three customers, with contact person and phone number, who are familiar with bidder's services/products. These should be active customers within the past two years.
4. Non-Discrimination
Please include a statement describing your agencies commitment to providing quality customer services and non-discrimination in regard to hiring and employment opportunities as well as services/products to customers. If there are written policies in place regarding non-discrimination, you may attach a copy.

PART 3.0 ORDER OF BIDS SUBMISSION

The following attachments are required:

- A. Bid Cover Sheet (Attachment A)
- B. Narrative (Attachment B) to include, but are not limited to, the following:
 1. Bidder's Qualifications and Experience with Services/Products
 2. Proposed Services/Products

3. A statement of commitment to invoice and delivery timeline
- C. Budget Summary – Cost for proposed services/products
- D. Budget Summary Back-up Sheet
- E. Certification of Bidder (Attachment E)
- F. Certification Regarding Debarment (Attachment F)
- G. Certification Regarding Conflict of Interest (Attachment G)
- H. List of Recent References (Attachment H)
- I. Non-Discrimination Statement/Policy (please attach this information as Attachment I)

ATTACHMENT A

WORKFORCESOLUTIONS
G R E A T E R D A L L A S

INNOVATIVE TECHNOLOGICAL TOOLS
INVITATION FOR BID #102906

BID COVER SHEET

INFORMATION ABOUT BIDDER

Identification of bidding entity: _____
Legal Name of Organization: _____
Head of organization: _____ Title: _____
Mailing address: _____
Physical address (if different): _____
Phone Number: _____ Fax Number: _____
Contact person: _____ Title: _____
Contract signatory authority: _____
Title: _____ Phone Number: _____

Tax/Legal Status: Corporation Sole Ownership Public Profit
 Partnership Other Private Not For-Profit

Date Established: _____

State Controller Identification Number: _____

Federal Taxpayer Identification Number: _____

Small Business? Yes No

Is bidder certified as a historically underutilized business? Yes No

Certifying Agency? _____

(If yes, a copy of the certification notice is required as an attachment.)

ATTACHMENT B

NARRATIVE

Narrative (Attachment B) to include, but are not limited to, the following:

1. Bidder's Qualifications and Experience with Services/Products
2. Proposed Services/Products
3. A statement of commitment to invoice and delivery timeline

ATTACHMENT D
BUDGET SUMMARY BACK-UP SHEET

ATTACHMENT E
CERTIFICATION OF BIDDER

I hereby certify that the information contained in this quote and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee 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 IFB 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 Part 2.5., "Selection Process" of this IFB and will comply with the terms; and furthermore that

I, _____, certify that I am the _____
(Typed Name) (Title)

of the corporation, committee, commission, association, or public agency named as Bidder and Respondent herein and that I am authorized to sign this bid and submit it to the Dallas County Local Workforce Development Board, Inc. on behalf of said organization by authority of its governing body or owners. I authorize the Board to verify references and stated performance data and to conduct other background checks as it deems necessary.

ATTEST:

(Respondent Signature)

(Typed Name)

(Typed Title)

(Date)

Subscribed and sworn to before me this ___ day of _____, 20__, in _____,
County, _____.

SEAL

Notary Public in and for _____

County, _____ State _____

Date Commission Expires: _____

ATTACHMENT F

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

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

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

- (1) The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR CERTIFICATIONS REGARDING DEBARMENT

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

Attachment F - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12449. You may contact the person to which this proposal is submitted for assistance in

obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participants may, but is not required to, check the Nonprocurements List (To #).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is

not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant is a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

[FR Doc. 88-11581 Filed 5-25-88; 8:45 am]

ATTACHMENT G

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this bid proposal, Bidder covenants and affirms that:

- (1) no manager, employee or paid consultant of the Bidder is a member of the Policy Board, the President, or a manager of the Board;
- (2) no manager or paid consultant of the Bidder is a spouse to a member of the Policy Board, the President, or a manager of the Board;
- (3) no member of the Policy Board, the President or an employee of the Board owns or controls more than a 10 percent interest in the Bidder;
- (4) no spouse of a member of the Policy Board, President or manager of the Board is a manager, employee or paid consultant of the Bidder;
- (5) no member of the Policy Board, President, or employee of the Board receives compensation from Bidder for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Bidder has disclosed within the response to this IFB any interest, fact or circumstance which does or may present a potential conflict of interest;
- (7) should bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Board and shall immediately refund to the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Name of Organization Submitting Bid: _____

Name and Title of Authorized Signatory: _____

Signature: _____ Date: _____

ATTACHMENT H
LIST OF RECENT REFERENCES

ATTACHMENT I

NON-DISCRIMINATION STATEMENT/POLICY