

WORKFORCE**SOLUTIONS**

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

REQUEST FOR INFORMATION
FOR
SHORT-TERM PRE-VOCATIONAL INTENSIVE SERVICES

An Open Application Process
Funded with resources from the
Workforce Investment Act received from the
Texas Workforce Commission
&
U. S. Department of Labor

Issued September 9, 2008 1:00 P.M. CDT
Available and delivered to the Board Office
Monday through Friday, 8:00 A.M. to 5:00 P.M.

One Main Place
1201 Main Street, Suite 2700
Dallas, Texas 75202
214-290-1000
<http://www.wfsdallas.com>

REQUEST FOR INFORMATION (RFI) BY APPLICATION

FOR

SHORT-TERM PREVOCAIONAL INTENSIVE SERVICES

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. The Board is also responsible for administering job seeker and employer services funded through the following programs, but not limited to, Workforce Investment Act (WIA), Food Stamp Employment and Training (FSE&T), Temporary Assistance for Needy Families (Choices), Employment Services (ES), Rapid Response, Project Re-Integration of Offenders (Project RIO), Trade Adjustment Assistance (TAA), and Child Care Services (CCS). 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).

PART I. GENERAL INFORMATION

Workforce Solutions Greater Dallas is seeking qualified organizations/vendors to provide the following short-term pre-vocational intensive services: Basic Education Skills, GED (High School Equivalency) Preparation, English-as-a-Second Language (ESL) and Computer Skills. **A short-term pre-vocational intensive service activity is training of six (6) months or less.** These services will be made available to Dallas County **Adult** and **Dislocated Worker** customers whose ultimate goal is employment and/or continued occupational skills training. Customers will receive screening and assessment services through the Workforce Solutions Center Locations, and subsequently be referred to organization/vendor of choice for training services.

Workforce Solutions Greater Dallas' objective is to build an approved vendors' list to provide intensive services on an "as needed" basis for program customers.

A. SERVICES SOLICITED IN THIS RFI

Services solicited in this RFI by Application include the following short-term pre-vocational intensive services:

Basic Education Skills – instruction while preferably computer assisted, we would entertain other options adapted to other learning styles. Basic skills deficiency (ies) such as reading, math, writing, etc., and in how to apply these skills in the workplace – designed to increase the functional skill levels of those with basic skill deficiencies and to enhance their employability.

GED (High School Equivalency) Preparation -- generally, an activity coupled with basic remedial education and other activities, which is designed to provide an equivalency certificate to individuals lacking a high school diploma. This activity is also encouraged as first level of intervention in securing higher level skill training or employment at a living wage for those who lack this credential as it is often a minimum requirement for enrollment into post-secondary education or employment.

Note: Instructors/teachers of GED preparation must be TEA certified, with exceptions permitted for those instructors with extensive instructional background (5 years or more experience) and excellent performance. Customers will be assessed prior to referral to a organization/vendor for services. Vendors shall be responsible for validation and documentation of academic improvement (grade level gain) through use of standard and/or other acceptable pre- and post-tests or objective measures of customer attainment of basic skills.

English-as-a-Second Language -- This may include specialized English-as-a-Second Language (ESL) or bilingual instruction designed to help non-English and limited English speaking customers become sufficiently functional in English to proceed with their employability plan. WIA requires that basic skills training have a workplace context.

Computer Skills -- These skills will increase knowledge of computer software applications such as: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, etc.

Customer referrals for the GED and ESL services will have a reading and math assessment at the seventh grade level or above.

B. Required Outcomes for Solicited Services

The Board intends to offer only those Basic Education Skills, GED, ESL and Computer Skills services that will enable customers to complete occupational skills training and/or obtain employment. A successful completion in GED, ESL or Computer Skills must result in the customer completing the program which will assist in attainment of employment or transitioning into occupational skills training. This is coordinated closely with the workforce center case manager. Please note also that a successful completion in the GED training constitutes passing the GED test.

C. RFI Schedule of Events

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

<u>Date</u>	<u>Activity</u>
Sunday, September 7, 2008.....	RFI Public Notice
Tuesday, September 9, 2008.....	Issuance of RFI
Tuesday, September 30, 2008.....	Deadline for Immediate Consideration
Wednesday-Friday, October 1-3, 2008.....	Evaluation of Applications for Immediate Consideration
Wednesday, October 15, 2008.....	Board Action for Immediate Consideration
Wednesday, November 1, 2008.....	Anticipated Contract Begin Date

** Open procurement – proposals not received by the initial due date will be considered if submitted to the Board by 5:00 p.m. on the first Wednesday of any month to be considered at the next regularly scheduled Board meeting. A schedule of Board meetings is made available at the Board's website, <http://www.wfsdallas.com>.*

PART II. ADMINISTRATION OF THIS REQUEST FOR INFORMATION (RFI)

A. Issuance

The RFI is issued at 1:00 p.m., Tuesday, September 9, 2008 by the Board, under the direction of Procurement Administration, 1201 Main Street, Suite 2700, Dallas, Texas 75202, (214) 290-1000. The entire RFI is made available at the Board's website, <http://www.wfsdallas.com>, under *Current Procurements*.

B. Funding

All funding is conditional upon the availability of Workforce Investment Act (WIA) grant funds from the U. S. Department of Labor and the Texas Workforce Commission.

C. Request for Information/Notice about Closing of Request for Information

The Application Packet contains **all** the necessary information and forms to respond to this Request for Information (RFI). A response to this RFI should include one (1) complete original application packet with original signatures and three (3) exact copies. This RFI will be an open application process and applications will be considered on a monthly basis.

For immediate consideration, any vendor not currently contracted with the Board must submit an application to the Board by 5:00 PM, COB, CDT on Tuesday, September 30, 2008. In addition, any current vendor with the Board that has a contract expiring on October 31, 2008 must submit an application packet by September 30, 2008 to be considered for continuing services beyond October 31, 2008. After the initial deadline since this is an open procurement, we will continue accepting applications. Applications must be submitted by 5:00 p.m. on the first Wednesday of any month to be considered at the next regularly scheduled Board meeting. Responses must be mailed to and received by the Board at the address below. Any technical questions concerning this RFI should be e-mailed to procurement@wfsdallas.com. Responses will be posted on the website: www.wfsdallas.com.

Short-term Pre-vocational Intensive Services
Attn: Procurement
Dallas County Local Workforce Development Board, Inc.
1201 Main Street, Suite 2700
Dallas, Texas 75202

Also, potential respondents are hereby made aware that the Board may at any time provide a notice closing this RFI in order to facilitate new procurement to solicit services.

D. Agreement Period

Procurement of services and agreements negotiated as a result of this RFI may commence as early as November 1, 2008, and continue for a one-year period. The Board retains the option to extend any such provider agreements, contingent on satisfactory performance in accordance with Texas Workforce Commission and Board requirements.

E. Eligible Respondents

Respondents, who may offer training in Basic Education Skills, GED, ESL, Computer Skills and other computer courses of **six (6) months or less** training that result in a employer recognized certificate, are invited to respond. Also, respondents must have the educational qualifications, and/or experience, a record of integrity and good business ethics, and offer service locations within Dallas County. If applicable, respondents must be certified, licensed, or deemed exempt in the State of Texas.

F. Selection Process

The RFI review team will evaluate all submitted applications based on responsiveness to this RFI and reasonableness of cost. Selection of providers shall be in accordance with the Workforce Investment Act and/or other grant funds, the State (TWC) procurement policy and standards as follows:

1. Positive efforts shall be made to utilize small, minority and female-owned or operated organizations for these training services, and to allow such organizations maximum feasible opportunity to compete for funding.

2. Award of purchase agreement or a contract shall be made only to "Responsible Respondent", i. e. a Respondent 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 contents of a successful Application can become a contractual obligation, if selected for funding. Failure of the respondent to accept these obligations can result in cancellation of the award for contract. The Board reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the Respondent's ability to perform as stated in the RFI.
4. The Board reserves the right to contact any individual or agency listed in the RFI, or to contact others who may have knowledge of the respondent's relevant performance and/or qualifications.
5. A response to this request does not commit the Board to award a purchase agreement or contract 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 or contract unless such costs are specifically authorized in writing by the Board.
6. The Board reserves the right to accept, or reject any or all Applications received, or to cancel in part or its entirety this Request for Information.
7. No purchase agreement or contract may be awarded until the respondent has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the bidder, 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.
8. Respondents 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 application or any other application submitted hereunder.
9. Respondents shall not engage in any activity which will restrict or eliminate competition. This does not preclude joint ventures or subcontracts.
10. 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 RFI which might offer a competitive advantage to any respondent. Potential Respondents are asked to respect these conditions by not making personal requests for assistance.
11. Prior to award of any purchase agreement or contract, a Respondent must sign a "Certification Regarding Conflict of Interest" stating adherence to the Board policy regarding free and open competition and conflicts of interest.
12. 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.
13. The Board reserves the right to request additional information from any and all respondents.
14. The Board also reserves the right to conduct a review of records, systems, procedures, etc. of any organization approved to provide services. This may occur prior to, or subsequent to, the award of a contract or agreement.

Misrepresentation of the respondent's ability to perform as stated in the application may result in cancellation of any contract or agreement awarded.

G. Application Evaluation Process

All responsive applications submitted for the solicited services will be evaluated using the objective criteria specified in this RFI. A comparison may be made of the respondent's costs with those of similar applications or other similar programs. In selecting application for award of agreement, the Board reserves the right to depart from the strict evaluation process, whenever it deems such departure will better serve the best interests of the Board and its constituents.

H. Selection Criteria for Award

The Board will evaluate applications and select vendors on the basis of the criteria below. Applications must receive a minimum of 70 points out of possible 100 points. Any application receiving less than 70 points will not be considered.

Responsive Respondents (10)

The respondent will address all information requests of the RFI and will complete all required forms.

Demonstrated Experience, Organizational Capability and Performance Achievement (35)

The respondent will demonstrate the necessary experience, the ability to provide quality services for customers, and position of good financial standing. In addition, the respondent will demonstrate previous history of services in the past 12 months prior to submission date of application.

Proposed Service (s) (30)

The respondent will cover components/elements, delivery method, length of activity (total number of course hours), eligibility criteria and planned outcomes that are appropriate and consistent with the needs of the area.

Price/Cost for Service (25)

The respondent will provide cost that is reasonable and competitive for services. Review of cost may include comparison with those of similar applications or other similar programs in the area.

I. Application Packet

All respondents must complete Workforce Solutions Greater Dallas Application Packet for Short-term Pre-vocational Intensive Services provided with instructions in **Attachment A** of this Request for Information.

ATTACHMENT A

WORKFORCESOLUTIONS

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

Short-term Pre-vocational Intensive Services Application Packet

Section 1 – General Information about the Organization/Vendor Proposing Service(s)

1. Organization/Vendor Name:

2. Mailing Address: City/State/Zip:

3. Physical Address: City/State/Zip:

4. Phone Number:

5. Contact Person: Title:

6. E-mail Address:

7. Signatory Authority:

8. Title: Phone Number:

9. Type of Organization:

Private for Profit

Private Non-Profit

Community College

Community-Based Organization

Other (describe):

10. Date Established:

11. Federal Taxpayer Identification Number:

If any regulatory body such as Texas Education Agency (TEA) or the Texas Workforce Commission Career School & VA Education regulates your organization, please include that information as part of this application. (Certificate of Approval, List of Approved Courses by Instruction (LACI), or TWC Exemption Letter)

12. Is Organization Certified as a Historically Under-utilized Business? Yes No

If yes, provide name of certifying agency.

In addition, a copy of the certification notice is required as an attachment.

13. Does your organization carry liability insurance? Yes No

Carrier Name:

Policy Number: Expiration Date:

Please attach a copy of the current policy.

Section 2 – Type of Service(s) Proposing for Customers/Other Information Requests

Basic Education Skills

GED (High School Equivalency) Preparation

English-as-a-Second Language

Computer Skills

Please attach a detailed description of service(s) proposed for customers. Some elements to be included in the description of service(s) are provided in the instructions for completing this application. If you have a course catalog or brochure which consists of the required information according to the instructions for completing the application, you may provide that information with the application. In addition, please attach the following for proposed service(s): entry level requirements, refund policy and attendance policy.

Section 3 – Eligibility Requirements

Please list your pre-requisites entry requirements for proposed programs.

Section 4 – Program Information in the last 12 months

Any organization seeking to be provider of short-term pre-vocational intensive services must have a record of one (1) year in providing similar service (s) requested in Section 2, Type of Service/Other Information Requests, of this application. If so, please acknowledge this by responding to the questions below. In addition, if any other service was provided in the last 12 months, you may respond to the same questions (as indicated below) for that service on a separate page and attach to the application packet.

Has your organization been providing education and training services for one (1) year?

Yes No

How many customers have completed program(s) in the last 12 months?

Program Name:

Total Contact Hours: Classroom Hours: Lab Hours:

Certificate Issued Upon Completion?

No Yes, What Kind?

If the certificate issued was for Computer Skills, indicate whether it was employer recognized or not?

Yes No

Section 5 – Cost Information for Proposed Service (s)

Program/Course Title:	Total Cost per Customer:	
Tuition	Books	Supplies
Fees	Other	
=====		

Program/Course Title:	Total Cost per Customer:	
Tuition	Books	Supplies
Fees	Other	
=====		

Program/Course Title:	Total Cost per Customer:	
Tuition	Books	Supplies
Fees	Other	

Please attach an outline of any methods of payment available to students including, if applicable, terms of agreement with lending institution(s).

charges and true annual percentage rate(s), and the institution name(s) and address(es).

Description of equipment used in the program:

Current list of textbooks, software, and reference library, including:

Title(s)
Author/Publisher
Copyright date(s)

Please note that any books and supplies purchased by Workforce Solutions Greater Dallas for customers will either become property of Workforce Solutions Greater Dallas or the customer, not the vendor.

Section 6 – Financial Documentation (Required)

All applicants must provide evidence of financial stability prepared by a certified public accountant. Please see application instructions for specific required documentation.

Documentation of financial stability attached? Yes No

Section 7 – Certifications/List of Owners, Officers and/or Board of Directors

All applicants are required to review, complete and sign the following certification forms:

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- Certification Regarding Conflict of Interest

Please retain a copy of each of the forms above and return the originals along with the application to Workforce Solutions Greater Dallas. Additionally, all applicants are required to provide a list consisting of owners, officers and/or Board of Directors. Included in this information should be their titles, if applicable, business addresses and phone numbers.

Section 8 – Signatory Authorization

Workforce Solutions Greater Dallas may have an on-site quality assurance review by an independent monitor prior to approval of application. Workforce Solutions Greater Dallas staff may also conduct a quality assurance review after a vendor is approved to provide service(s).

By signing this application, the signatory authorizes Workforce Solutions Greater Dallas to conduct an on-site quality assurance review. In addition, the signatory acknowledge that he/she has read and understand the requirements and provisions of the RFI and that the organization will comply with the WIA regulations and other applicable local, state, and federal regulations and directives in the implementation of the services. The signatory also certify that he/she has read and understand the description of the "Selection Process" and "Selection Criteria" of the RFI and will comply with these conditions. The signatory also certify that no employee of the Board has assisted in the preparation of the Application Packet.

An authorized representative of the organization/vendor is required to sign this application.

Signature of Authorized Representative

Typed/Printed Name of Signatory Representative

Title of Signatory Representative

Date

**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 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 RFI, 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 RFI.

Name of Organization Submitting Application: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____

INSTRUCTIONS FOR CERTIFICATIONS REGARDING DEBARMENT

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

Appendix B - Certification Regarding Debarment, Suspension, Ineligibility and 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]

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this application, Organization covenants and affirms that:

- (1) No manager, employee or paid consultant of the Organization is a Director of the Board, the President, or a manager of the Board;
- (2) No manager or paid consultant of the Organization is a spouse of a Director of the Board, the President, or a manager of the Board;
- (3) No Director of the Board, the President, or a manager of the Board has a part in ownership or control of, or other direct financial interest in, the Organization.
- (4) No spouse of a Director of the Board, the President or an employee of the Board is a manager or paid consultant of the Organization;
- (5) No Director of the Board, the President, or employee of the Board receives compensation from Organization for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- (6) Organization has disclosed within the response to this RFI any interest, fact or circumstance which does or may present a potential conflict of interest;
- (7) Should proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Organization 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 Application: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____

WORKFORCESOLUTIONS

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

Instructions for completing the Short-term Pre-vocational Intensive Services Application.

Section 1 – General Information

Organization/Vendor Name – indicate the name of organization proposing service(s) for customers.

Mailing Address – indicate the mailing address, including the city, state, and zip code of organization proposing service(s) for customers.

Physical Address (if different from mailing address) – indicate the physical address, including the city, state, and zip code of organization proposing service(s) for customers.

Phone Number – indicate main phone number of organization proposing service(s) for customers.

Contact Person – indicate the person who can answer questions about the application and service(s) being proposed. Additionally, provide the title for this person.

E-mail Address – indicate the e-mail address of contact person who can answer questions about the application and service(s) being proposed.

Signatory Authority – indicate the name of person who is authorized to sign an agreement that may result from application being approved.

Title/Phone Number – indicate the title and phone number of person who is authorized to sign an agreement that may result from application being approved.

Type of Organization – check the type that describes your facility, organization or school. If any regulatory body such as Texas Education Agency (TEA) or Texas Workforce Commission Career Schools & VA Education regulate your facility, please include that information as part of this application. (Certificate of Approval, List of Approved Courses by Instruction (LACI), and/or TWC Exemption Letter.

Date Established – indicate the date that the organization was established. Additionally, provide state controller I.D. # for the organization.

Federal Taxpayer Identification Number – self-explanatory

Historically Underutilized Business – provide information as requested in the application.

Liability Insurance – provide information as requested in the application.

Section 2 - Type of Service/Other Information Requests

Check the type of service(s) proposing for customers.

Basic Education Skills – instruction (preferably computer assisted) in the area(s) of identified basic skills deficiency (ies) such as reading, math, writing, etc., and in how to apply these skills in the workplace –

designed to increase the functional skill levels of those with basic skill deficiencies and to enhance their employability.

GED (High School Equivalency) Preparation – generally, an activity coupled with basic remedial education and other activities, which is designed to provide an equivalency certificate to individuals lacking a high school diploma. This activity is also encouraged as first level of intervention in securing higher level skill training or employment at a living wage for those who lack this credential as it is often a minimum requirement for enrollment into post-secondary education or employment.

English-as-a-Second Language – This may include specialized English-as-a-Second Language (ESL) or bilingual instruction designed to help non-English and limited English speaking customers become sufficiently functional in English to proceed with their employability plan. WIA requires that basic skills training have a workplace context.

Computer Skills – These skills will increase knowledge of computer software applications such as: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, etc.

Describe in detail the above service(s) proposing for customers to include, but are not limited to, the following:

- A. Course/ Curriculum
- B. Course/Curriculum length of training
- C. Course/Curriculum Outline/Syllabus
- D. Course/Curriculum Training Schedule, including day of week and times
- E. Course/Curriculum Instructor to Student Ratio

In addition, provide whether the education or services are competency based or not. If competency based, provide whether it includes a pre and post test or not. If offering language translation or interpretation services, please indicate the language in which services are offered, and please describe how Workforce Solutions Greater Dallas will access your services.

Also, provide the following information for proposed service(s): entry level requirements, refund policy and attendance policy. You should also include any type of assessment instrument(s) that will be used to measure customer progress that will ultimately result in successful completion of each service.

Please provide examples of any advertising materials (yellow pages, fliers, newspaper ads, brochures, audio/video script, etc.) used to outreach customers.

Also, please note that customer referrals for the GED and ESL services will have a reading and math assessment at the seventh grade level or above.

Section 3 – Eligibility Requirements

Please indicate the pre-requisite requirements for entry into your program.

Section 4 – Program Information in the last 12 months

Any organization seeking to be a provider of short-term pre-vocational intensive services must have a record of on (1) year in providing similar services requested in Section 2, Type of Services. “No start-up organization will be approved.”

Has your organization been providing education and training services for one year? – self-explanatory.

How many customers have completed this educational or service program in the last 12 months? - Indicate the number of customers that have "successfully completed" the educational or training services you are seeking approval to offer. Successfully completed is defined as completing the program with a "passing" score or meeting the expectations set by the program.

Program Name – indicate the name of program of instruction or service your organization offered in the last 12 months.

Total Contact Hours – Indicate the number of contact hours for the program your organization offered in the last 12 months.

Classroom Hours – Indicate number of hours in the classroom for the program your organization offered in the last 12 months.

Lab Hours – Indicate number of hours in the lab for the program your organization offered in the last 12 months.

Certificate issued upon completion – Indicate if a certificate was issued for the program your organization offered in the last 12 months. If so, indicate the type of certificate. Also, if certificate issued was for Computer Literacy Skills, indicate whether it was employer recognized or not.

Section 5 – Cost Information for Proposed Service(s)

Tuition – Indicate the published, off-the-shelf price charged to Workforce Solutions Greater Dallas. If services are charged by unit of time or otherwise, please indicate so. In addition, please provide detail back-up for proposed cost (i.e., cost consisting of a portion of instructor's salary, fringe benefits, etc.).

Books* - Indicate the cost for any books that the customer may need for this program.

Supplies* - Indicate the cost for any supplies a customer may need for this program.

Fees – Indicate any fees that will be charged to Workforce Solutions Greater Dallas for this program; if there are fees, please explain.

Other Cost – indicate any other cost that is not included in any of the above cost items.

Description of equipment used in program – Indicate any equipment that will be used by the customer for the program proposing for approval.

Current list of textbooks, software, and reference library – Indicate the title(s), author/publisher and copyright date(s) a customer will use to complete the program.

All books and supplies purchased by Workforce Solutions Greater Dallas for customers will either become property of Workforce Solutions Greater Dallas or the customer, not the vendor.

Section 6 – Financial Documentation

All vendors must provide evidence of financial stability prepared by a certified public accountant. Please see below for the specific required documentation that must be attached to the application to be approved.

Private for Profit

Articles of Incorporation and By-laws

A current Certificate of Good Standing from Comptroller of the State of Texas evidencing that said (for-profit) corporation or other legal entity is in good standing with the State of Texas.

An audited balance sheet, financial statement or audit for the most recent year.

Private Non-Profit

IRS Tax exemption certificate (a copy of 501(C)3) and (one of the 3 bulleted items)

- If your organization has more than \$500,000 in annual revenues, please attach an A133 audit
- If your organization has less than \$500,000 in annual revenues, please attach a copy of IRS Form 990 (most recent year's)
- Provide an audited balance sheet or financial statement for the most recent reporting period.

Community College

IRS Tax exemption certificate (a copy of 501(C)3) and (one of the 3 bulleted items)

- If your organization has more than \$500,000 in annual revenues, please attach an A133 audit
- If your organization has less than \$500,000 in annual revenues, please attach a copy of IRS Form 990 (most recent year's)
- Provide an audited balance sheet or financial statement for the most recent reporting period.

Community-Based Organization

IRS Tax exemption certificate (a copy of 501(C)3) and (one of the 3 bulleted items)

- If your organization has more than \$500,000 in annual revenues, please attach an A133 audit
- If your organization has less than \$500,000 in annual revenues, please attach a copy of IRS Form 990 (most recent year's)
- Provide an audited balance sheet or financial statement for the most recent reporting period.

Section 7 – Signatory Authorization

A signature by the signatory authorization is required to process the application for approval.

** Please note that if any information is missing, fraudulent, or required documents not attached to the application, it will delay the process for approval or be denied.