Workforce Solutions Greater Dallas is an equal opportunity employer/program and proud partner of the American Job Center Network.  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. *This RFP solicitation is conducted to comply with federal procurement procedures. It contains the necessary background, requirements, instructions, and information for responding to this RFP.*

**Amended**

***Request for Proposals (RFP)***

***Opportunity Youth Services***

Thursday, August 11, 2022

***Proposals Due***

Proposals for services must be officially received by WFSDallas staff to: procurement@wfsdallas.com no later than **12:00 p.m. CDT on Thursday, September 8, 2022**. Any proposals or amendments received after September 8th 12:00 p.m. CDT deadline will not be considered but will be deemed late and non-responsive to the RFP procurement process. Late proposals or amendments will be returned without review. WFSDallas is not responsible for technology issues.

***Bidders’ Conference***

**All interested respondents are encouraged to participate in the Bidders’ Conference that will be held on August 17th from 2:00 p.m. to 3:00 p.m. CDT via zoom** **to provide clarification and interpretation for this Request for Proposals.** To register in advance for this conference, please go to this [link](https://us02web.zoom.us/meeting/register/tZIldeygrDsrHNYRegCRlRaLBUBJOR0zS3j0). If there are any questions prior to the bidders’ conference or pursuant to the amendment to the procurement, please submit via e-mail

**(procurement@wfsdallas.com) by** **12:00 p.m. August 16th.** (Amended 8/11/22; The time has been extended).

The DALLAS COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD, INC. dba Workforce Solutions Greater Dallas, a private, non-profit corporation and quasi-governmental entity that administers the workforce system in Dallas County, Texas is issuing procurement for Opportunity Youth, as defined by the U.S. Department of Labor Workforce Innovation and Opportunity Act. *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 system, our governance and Board of Directors, and other pertinent information.*

***Request for Proposals (RFP) Opportunity Youth Services***

This is a unique opportunity! Proposed services should link to high growth/high demand industries in the DFW area. WFSDallas is seeking a **fresh** approach to re-connecting youth, while demonstrating a cost-effective service delivery plan through unique community and employer partnerships.

Within Workforce Innovation and Opportunity Act (WIOA) Opportunity Youth services are available to eligible youth, who face barriers to education, training, and employment. The WIOA Youth program focuses primarily on Out of School Youth (OSY) **ages 16-24**, requiring expenditures of a minimum of **75% of WIOA youth funds on OSY**. The program includes fourteen program elements that are required to be made available to youth participants, based upon an assessment. WIOA prioritizes work experience through a **20% minimum expenditure rate for the work experience** program element. Please see section WIOA §129, 29 U.S.C. §3164 for more information about the core programmatic requirements. Additional information is available on the [WorkforceGPS resources page for Youth](https://youth.workforcegps.org/resources/2017/03/22/09/55/WIOA-Youth-Program-Resources-Page).

WFSDallas seeks innovative proposals that reflect a clear approach to innovations to add to our comprehensive system to disconnected youth. Currently WFSDallas has two vendors delivering WIOA Youth services, Equus Workforce Solutions and Dallas College. The selected vendor(s) would offer effective youth services that complement existing youth providers. Proposed services must lead to the attainment of workforce goals and performance measures for youth.

Innovations may include effective outreach of young adults, streamlined eligibility processes, innovative communication *(ZOOM, Google Classroom, Skype, Webex, etc.)*, life-lesson classes (health, self-care, anger management, stress reduction, parenting, improving public speaking, starting your own business and leadership), community partnerships (housing authority, foster youth, catholic charities, United Way, and others), and innovative employer partnerships (connecting youth to internship opportunities, work-based opportunities, virtual opportunities).

Proposals must include **unique outreach/recruitment methods** for addressing the differing needs of youth offering expanded services to all parts of Dallas County. The intensity and methods of delivering youth services should be flexible to ensure responsiveness to the individual needs of youth as they age and develop with a heavy emphasis on out of school youth. A variety of workforce activities must be available to assist youth in identifying personal and vocational interests and begin to clarify long-term employment goals. It is critical for youth to master the developmental tasks associated with job-readiness that are key to long-term employment success.

The program design must include strong connections to employers, including small employers, high growth industry sectors and occupations. Customer-focused services based on the needs of the individual participant are critical to success. This includes the creation of career pathways for youth as part of a youth’s individual service strategy. Youth are closely involved in the proposed design and implementation of services to ensure their buy-in and needs are met.

***Services Solicited***

Vendor(s) offering unique individualized services to Opportunity Youth. A vendor may bid on one or all elements listed below. Services must be delivered to eligible Youth in WIOA § 129(a), 29 U.S.C.§3164(a) and subject to compliance with WIOA § 189(h), 29 U.S.C. §3249(h), and in accordance with applicable rules in 40 Texas Administrative Code (TAC), Chapter 841 and TWC directives. Please see TEGL 21- 16. <https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16.pdf>

For additional information on eligibility, refer to Texas Workforce Commission (TWC) Guidance at:

<https://twc.texas.gov/partners/workforce-innovation-opportunity-act-wioa#acronymTitleworkforceInnovationAndOpportunityActwioaacronymGuidance>

The Opportunity Youth System offers:

* An objective assessment of the academic levels, skill levels, and service needs of each participant,
* Service strategies for each participant,
* Innovative and strategic activities that lead to the attainment of a secondary school diploma or its recognized equivalent or a recognized post-secondary credential,
* Preparation for post-secondary educational and training opportunities,
* Linkages between academic instruction and occupational education that leads to the attainment of recognized post-secondary credentials,
* Preparation for unsubsidized employment opportunities, and
* Connections to employers within the high growth/high demand industry sectors of Dallas County, and occupations of the local and DFW regional labor markets.
* Eligibility is described throughout state and Federal rule and is one of the most difficult aspects to providing services to youth. Bidders may propose providing eligibility to youth if they have qualified and trained staff or a history of providing WIOA type programs. Bidders are encouraged to state their preference to providing direct eligibility or receive referrals through our workforce center contractor, Equus Workforce Solutions.

**Existing contractors are not required to bid on this procurement but may submit if proposing a new program design. This procurement is intended to expand existing Opportunity Youth Services. Our current contractors include Dallas College and Equus Workforce Solutions d.ba. Destination Success Dallas.**

The current Opportunity Youth system offers the following:

**System Design**

Proposals will address how the following requirements will be met as part of an overall WIOA youth system design:

1. Eligibility determination and verification of WIOA registration

2. Comprehensive Assessment

3. Individual Service Strategy

4. Comprehensive case management

5. WIOA data validation and record keeping

6. Information and referrals for non-WIOA- eligible youth

7. WIOA performance

8. The Workforce Information System of Texas (TWIST)

**Fourteen Program Elements**

The Opportunity Youth System will make available all **fourteen (14) elements** – please see the Department of Labor’s TEGL: <https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16_Acc.pdf> **Bidders may bid on one or more of the fourteen elements, however, must demonstrate partnerships/referrals to all services available for Opportunity Youth.**

Please include Memorandum of Understanding(s), Contract, or Letter(s) of Collaboration, must contain the following information:

* A description of what youth services will be provided by each partner
* Method of referral between partners
* Duration of the Memorandum and procedures; and
* Other provisions as agreed upon by parties to the MOU.

**Comprehensive guidance and counseling activities** to assist youth in making sound decisions regarding their education and professional plans and goals. Counseling and guidance activities related to life choices may include assisting youth to:

* Deal with the pressures of life
* Resolve interpersonal conflicts with others
* Avoid and/or resist peer pressure
* Understand how educational/vocational choices impact their future life style
* Life Skills training (budgeting, time management, etc.)
* Drug and alcohol abuse counseling

**Financial Literacy education** – supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building or other savings goals. Please review <https://twc.texas.gov/files/jobseekers/wioa-guidelines-twc.pdf> for additional information.

This initiative should be ongoing with curriculum schedule provided.

**Services that provide labor market and employment information about the targeted industry sectors or occupations available within the local area** – career awareness, career counseling and career exploration.

**Tutoring, study skills training, and instruction** **and evidence-based dropout prevention and recovery strategies** – that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.

**Entrepreneurial skills training** including, but not limited to, knowledge of start-up business models, writing business plans, financial management, basic accounting and finance principles, legal and risk management marketing needs and planning, customer service and time management, HR issues, record keeping and taxes.

**Paid and unpaid work experiences** that have an academic component and occupational education which may include summer employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training. Please refer to categories listed in Workforce Innovation and Opportunity Act. Work experience assists youth understand proper workplace behavior and what is necessary to attain and retain employment. These important skills assist youth in understanding the world of work and its requirements. Work experiences can serve as a stepping stone to unsubsidized employment and is an important step in the process of developing a career pathway for youth. *Not less than 20% of the youth program funds shall be used to provide in-school and out-of-school youth with work experience activities.*

**Occupational skills training** WFSDallas is committed to creating a pipeline of skilled youth needed by Dallas area businesses. This will require post-secondary education and/or skills training to attain industry standard certifications. Training must align with the Board’s approved targeted occupations list. Please refer to <https://twc.texas.gov/files/jobseekers/wioa-guidelines-twc.pdf>

**Leadership development opportunities** encourage responsibility, employability, and pre-employment training. Other positive social behaviors are citizenship skills, which according to the Workforce Innovation and Opportunity Act include a variety of activities designed to guide youth toward becoming mature adults, good neighbors and conscientious citizens. Activities for citizenship skills may include, but are not limited to life skills instruction, decision-making skills training, cultural diversity instruction, community service projects, self-esteem building activities, and real-life skills. Other leadership development opportunities may also include but are not limited to peer-centered activities, including peer mentoring and tutoring, community service learning projects, exposure to post-secondary educational opportunities and work simulation. Please refer to <https://twc.texas.gov/files/jobseekers/wioa-guidelines-twc.pdf>

**Adult mentoring** for the period of program participation and a subsequent period, for a total of not less than 12 months. Please review <https://twc.texas.gov/files/jobseekers/wioa-guidelines-twc.pdf>

**Supportive services,** such as transportation assistance, childcare, needs related payments, work attire/related tools, and eyewear, etc. Child care services are provided through another grant. WFSDallas is a recipient of childcare development funds through the Texas Workforce Commission. Childcare assistance is available and is not part of this procurement. Please refer to <https://twc.texas.gov/files/jobseekers/wioa-guidelines-twc.pdf>

**Follow-up services** for not less than 12 months after the youth are exited from the program, as appropriate. The contractor will provide the appropriate services/activities to enhance the youth’s academic/occupational progress to ensure long-term success. The type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation to report a performance outcome. (WIOA sec. 129(c)(2)(I)). (a) Follow-up services are critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. (b) Follow-up services for youth may include: (1) The leadership development and supportive service activities; (2) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (3) Assistance in securing better paying jobs, career pathway development, and further education or training; (4) Work-related peer support groups; (5) Adult mentoring; and/or (6) Services necessary to ensure the success of youth participants in employment and/or post-secondary education.

**Alternative secondary school instruction or dropout recovery services** - alternative secondary school instruction will be available through the AEL grant\*. *\*Workforce Solutions Greater Dallas is the recipient of Adult Education and Literacy funds through the Texas Workforce Commission. Many disconnected youth ages 16 to 24 meet eligibility requirements for both WIOA youth activities and the AEL grant. Co-enrollment between these two programs is encouraged to disconnected youth.* Please see our website for our AEL Services: <https://www.wfsdallas.com/ael/>

**Activities that help youth prepare for and transition to post-secondary education and training** – this element is available through the AEL Grant. <https://www.wfsdallas.com/ael/>

**Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster** this program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparations activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. (WIOA sec. 129(c)(2)(E))- this element is available through AEL Grant. <https://www.wfsdallas.com/ael/>

Current TWC performance measures include:

|  |  |
| --- | --- |
| **Measure** | **Current EOY Target** |
| **Employed/Enrolled Q2 Post Exit** | **69.50%** |
| **Employed/Enrolled Q4 Post Exit** | **65.80%** |
| **Median Earnings Q2 Post Exit** | **$2,900.00** |
| **Credential Rate - Youth** | **51.80%** |
| **Measurable Skills Gains – Youth** | **41.40%** |

***Administration of this Request for Proposals (RFP)***

The RFP is issued **at 1:00 p.m. CDT, Thursday, August 11, 2022**, and available for download from the Board’s website: <https://www.wfsdallas.com/doing-business>. If you are unable to download the RFP, please contact: procurement@wfsdallas.com or (214) 290 – 1000.

The package contains all the necessary information and forms to respond to in this Request for Proposal (RFP). A response to this RFP must include all items listed in **Proposal Submission Information,** of this RFP.

Proposals must be submitted in accordance with instructions in the RFP. Proposals for services must be officially received by WFSDallas staff to: procurement@wfsdallas.com no later than **12:00 p.m. CDT on Thursday, September 8, 2022**. Any proposals or amendments received after September 8th 12:00 p.m. CDT deadline will not be considered but will be deemed late and non-responsive to the RFP procurement process. Late proposals or amendments will be returned without review. WFSDallas is not responsible for technology issues.

All responsive proposals received by the deadline will be presented for action (recommended or not recommended) at the WFSDallas Board of Directors’ meeting on September 21, 2022.

***Bidders’ Conference***

**All interested respondents are encouraged to participate in the Bidders’ Conference that will be held on August 17th from 2:00 p.m. to 3:00 p.m. CDT via zoom** **to provide clarification and interpretation for this Request for Proposals.** To register in advance for this conference, please go to this [link](https://us02web.zoom.us/meeting/register/tZIldeygrDsrHNYRegCRlRaLBUBJOR0zS3j0). If there are any questions prior to the bidders’ conference or pursuant to the amendment to the procurement, please submit via e-mail

**(procurement@wfsdallas.com) by** **12:00 p.m. August 16th.** (Amended 8/11/22; The time has been extended).

***Funding***

All funding is conditional upon the availability of grant funds. Funds available through the U. S. Department of Labor, and the Texas Workforce Commission.

***Contract Type/Period***

Contracts executed because of this RFP process will be cost reimbursement unless a different type of contract is determined by the Board to be more advantageous. It is anticipated that the contract will begin on or before October 1, 2022, with an ending date of September 30, 2023, with an option to renew for three additional years. Offers to extend contracts are at the sole discretion of the board based on satisfactory performance, compliance with contractual obligations, and other factors as determined by the board. All contracts shall be contingent upon the receipt of sufficient funding from the Texas Workforce Commission (TWC). Negotiated contract amounts will be contingent upon funding received. Final contracts will also be subject to any changes in the legislation, regulations or policies promulgated by the funding sources. The Board reserves the right to vary or change the terms of any contract executed because of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

***Method of Procurement***

The services solicited under this RFP shall be procured under the competitive proposals method of procurement, via the process as described in the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC), and Board policy. The Board’s intention is to negotiate a fixed price contract with the successful bidder.

***Eligible Bidders***

The eligible bidders/contractors may include private and public, secondary or post-secondary education institutions, faith-based organizations, for-profit and not-for-profit agencies, Community Based Organizations (CBO), or other entities. All are eligible to respond to this RFP and compete for funding. Partnerships or consortiums may respond; however, collaborations submitting bids must identify a lead entity that will be responsible for management, coordination of services, operations, financial accountability, legal obligations and all reporting requirements. This lead entity must demonstrate its capacity to set direction, achieve outcomes, leverage matching or in-kind resources and manage overall operations, including staff oversight, customer services, continuous improvement and achievement of measurables.

***Governing Provisions & Limitations***

1. The main purpose of this RFP is to ensure uniform information in the competitive solicitation of proposals and **procurement of Opportunity Youth**. This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind; nor does it commit the Dallas County Local Workforce Development Board, Inc. to pay for costs incurred in the preparation of a response, or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by the Board.
2. The Board reserves the right to accept or reject any or all proposals received, cancel and/or reissue this RFP in part or its entirety.
3. ***Public Disclosure of Proposal Information*** - this is a negotiated procurement utilizing the request for proposal method, and as such, the selection and award of a contract does not have to be made to the respondent(s) submitting the lowest priced offer, but rather to the respondent(s) submitting the most responsive proposal that satisfies the Board’s 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.

1. The Board reserves the right to correct any error(s), omission(s) and/or make changes to this solicitation as it deems necessary.
2. The Board reserves the right to negotiate the final terms of all contracts or agreements with bidders selected and any such terms negotiated because of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the Board's local plan and impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract.
3. **All Board Directors, officers, and staff of the Board are precluded from entertaining questions concerning the proposal or this procurement process. Potential bidders, bidders and contractors 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 bidder who submits a proposal under this RFP 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 bidder’s proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. WFSDallas will reject proposals of those bidders who violate this condition.**
4. The Board reserves the right to contact any individual, agency employer, or grantees listed in a proposal, and to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from all bidders.
5. The Board or its designee will conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to, or after, the award of a contract or agreement. Misrepresentation of the bidder's ability to perform as stated in the proposal(s) may result in cancellation of any contract or agreement awarded.
6. The Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other specific funding source.
7. **Bidders shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any** officer, member, employee of the Board, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
8. **No** **Board Director, officer, or employee 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**.
9. **Bidders shall not engage in any activity which will restrict or eliminate competition.** Violation of this provision may cause a bidder to be disqualified. This does not preclude joint ventures or subcontracts.
10. All proposals submitted must be an original work product of the bidder. The copying, paraphrasing or otherwise using of substantial portions of the work product of others and submitted hereunder as original work of the bidder is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.

N. The contents of a successful proposal may become a contractual obligation and be incorporated by reference if selected for award of a contract. Bidders must intend to fulfill all the representations made in this proposal. Failure of the bidder to accept this obligation may result in cancellation of the award. **No plea of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/cost.** Any damages accruing to the Board because of the bidder's failure to contract may be recovered from the bidder.

1. A contract/agreement with the selected provider may be withheld, at the Board's sole discretion. If issues of contract or regulatory compliance, or questioned/disallowed costs exist, a contract may be withheld until such issues are satisfactorily resolved. Award of contract may be withdrawn if resolution is not satisfactory to the Board.
2. Subcontracting, while not encouraged, may be appropriate where an outside subcontractor provides specialized expertise or technical resources not otherwise available to the proposing organization. However, any subcontractors must be specified in the proposal narrative, selection must be consistent with Board standards for competitive procurement, and all costs in compliance with applicable cost principles of the specific funding source. All contract provisions and federal, state, or Board standards that apply to Contractors must be followed by all subcontractors.
3. All contractors/vendors shall be in accordance with Texas Administrative Code, Title 40, Part 20, Chapter 802 by: maintaining fiscal integrity; maintaining appropriate insurance requirements; comply with all federal, state, and regulations regarding conflict of interest; refrain from using nonpublic information gained through a relationship with the Commission, TWC employee, Board or Board employee to seek or obtain financial gains that would result in a conflict of interest or appearance of a conflict of interest; promptly disclose in writing any conflict of interest; not employ/compensate a former board employee who was in a decision making position and was employed or compensated by the Board anytime during the last twelve (12) months.

***Selection Process***

Selection shall 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. The selection and award of a contract(s) shall be made only to “responsible contractors” who have the demonstrated competence and qualifications, including: a satisfactory record of past performance, contractor integrity and business ethics; fiscal accountability; financial and technical resources, established management and monitoring systems; ability to meet the requirements of this RFP, the laws, and regulations of specific funding sources; and the Board’s plan.

1. A consideration in selecting vendors to deliver services shall be the demonstrated performance of the agency or organization in delivering comparable or related services. Performance in this or similar activities shall be considered when awarding points for demonstrated performance. Other performance with this Board will be considered in evaluation of proposals received in response to this RFP.
2. Funds provided under this RFP **shall not be used to duplicate facilities or services available** in the area (with or without reimbursement) from the Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local workforce development area’s performance goals.
3. The proposal review process will include evaluation, rating, and ranking of proposals by professional staff or qualified outside evaluators using the general criteria specified below. The proposal review process will also include review, approval to negotiate and selection for award of contract by the Board of Directors.
4. The selection shall be made on a competitive basis to the extent practicable, and shall include:
* Determination of the contractor’s ability to provide services established by the Board.
* Documentation of compliance with procurement standards established by the TWC presented in the chapter 14 of the Financial Manual for Grants and Contract (FMGC), including the reasons for selection.
1. Award shall be made only to "Responsible Contractors" who have demonstrated competence and qualifications, including: a satisfactory record of past performance, contractor integrity and business ethics; fiscal accountability; financial, technical resources, established management and monitoring systems and the ability to meet requirements of this RFP, the laws and regulations of the specific funding source(s), and the Board's Annual Plans.
2. Contractors not complying with Section 504 of the Rehabilitation Act of 1973 and the Federal Drug-Free Workplace Act of 1988, and those not prepared to comply with the Americans with Disabilities Act, 29 CFR 38.25 shall not be awarded a contract.
3. The successful contractor will be required to maintain automated and/or paper records of customer activity, financial management, property, procurement, plans, policies, procedures, internal and external evaluations, and performance for a period of three (3) years after acceptance of the Board closeout by TWC. In the event, the contract is not renewed or is terminated; the current contractor agrees to provide any and/or all of the identified records to the Board.
4. We will try to utilize small, minority and female-owned or operated businesses, as vendors, and to allow such organizations maximum feasible opportunity to compete for award.
5. The Board reserves the right to accept, or reject any or all Proposals received, or to cancel in part or its entirety this Request for Proposals.
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, member, employee, or agent of the Board, for the purpose of or having an influencing effect toward their own proposal or any other proposal 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. 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.
10. 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.
11. Board 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 RFP.

***Proposal Evaluation Process***

WFSDallas assigns professional staff or qualified outside evaluators to read and evaluate each proposal. 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. All references are validated, and scores included in the evaluation process. WFSDallas may interview top scoring bidders before selecting a bidder for award of contract. 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 the WFSDallas and its constituents. A proposal must achieve an overall score of at least 70 points to be considered for selection. All proposals will be evaluated based on the criteria below:

* **Demonstrated Performance including Organizational Capacity/Qualifications 70**

The bidder must demonstrate organizational capacity, effectiveness, and competence in delivering comparable or related services in the prior three years; the relevant experience and qualifications of its personnel; the financial and technical resources available and designated for this contract; and the proposer's administrative and fiscal accountability. Bidder must demonstrate and provide a detailed understanding of the targeted demographics as well as knowledge of the contracted board area to effectively outreach customers. Reviewers will look closely at contractor capacity to deliver WIOA youth services, current/past programmatic and fiscal performance to include (participant levels, status of performance measures, status of corrective action plans, status of monitoring reports, expenditure levels, timely submittal of invoices and close-outs).

* **Program Design**  **80**

Bidder must demonstrate a thorough understanding of the range of programs and services offered. Bidder must describe the overall innovative approach, design and strategies it will utilize to effectively deliver services and manage resources, provide quality customer services, collaborate with community partners, support WFSDallas’ mission, contribute to the achievement of the Board’s strategic goals, meet/exceed performance measures, and work to continuously improve performance and services. The bidder will utilize the information described above.

* **Financial Management and Organizational Stability** **25**

The bidder must demonstrate its financial solvency and effective financial and administrative management systems, fiscal organizational structures, cash management system, financial resources, financial capacity, and knowledge in accordance with GAAP.

* **Price/Cost Analysis/Value** **25**

Budgets will be reviewed to determine that costs are reasonable, necessary, allocable, and allowable. Other areas of review for this section include: the cost allocation methodology, competitive indirect costs/overhead costs, proposed schedule for incentives/profit and in-kind matching funds. All costs are significant competitive variables in this procurement.

**Total Possible Points for Proposal Response 200**

***Proposer Inquiry and Appeal Process***

The Dallas County Local Workforce Development Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process, and has established the following process for handling appeals of any procurement decisions:

**Step1**. **Request for Debriefing** -- Bidders not selected by this procurement process may appeal the decision by submitting, within 10 days of the receipt of 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. The briefing shall be scheduled, as soon as possible, and no later than 10 days from the receipt of the Request for Debriefing. (NOTE: The Board extends the courtesy of offering a briefing to any bidder who is not selected for funding; the 10-day time frame must be adhered to only if a bidder is considering an appeal.)

**Step2. Debriefing** -- The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful bidders understand why they were not selected. Debriefings serve an important educational function for new proposers, which hopefully, will help them to improve the quality of any future proposals. Materials provided in the debriefing include a blank copy of the proposal scoring sheet used by readers, spread sheet of rankings provided to the Board of Directors, and a summary of proposal scores. (Bidders who are selected for contract negotiations are offered similar feedback during contract negotiations.) Board staff will meet with the appealing party and review (a) the proposal evaluation process or the criteria for selection of sealed bids under RFPs or IFBs, and (b) how the appealing party's proposal or bid was scored or ranked. Bidders can gain a better understanding of the procurement process and how to improve their bids or proposals, while staff gets direct feedback to help improve future procurements.

**Step3. Written Notice of Appeal** -- If, after the debriefing, the appealing party wishes to continue with the appeals process they must submit to the Board a Notice of Appeal. This written notice must clearly state that it is an appeal and identify (a) the funding decision being appealed (i.e. specific date of RFP or IFB, or the Board action); (b) the name, address, phone and fax number (if available) of the appealing party(ies); and (c) the grounds of the appeal. The Board President must receive the Notice of Appeal within 15 days of the date of the appealing party's debriefing, in Step 2, above. The Notice of Appeal should be emailed to procurement@wfsdallas.com In the event a bidder must use mail or delivery service, please address to:

 Procurement Appeal

Dallas County Local Workforce Development Board, Inc.

Ross Tower

500 N. Akard Street, Suite 3030

Dallas, Texas 75201

Written acknowledgment of receipt of the Notice of Appeal will be provided to the appealing party within five (5) working days of receipt of the Notice of Appeal. Such acknowledgment will include specific instructions for completing the appeals process and the date, time and place of the next step, **The Informal Hearing.**

**Step4. Informal Hearing –** Due to COVID19, an **Informal Hearing** will be held virtually **within 10 days of receipt of the Notice of Appeal.** The Hearings Officer will meet with the appealing party to discuss their concerns and the specific grounds of the appeal. The Hearings Officer may recommend to the Board President any appropriate actions, allowable under applicable rules and regulations and consistent with agency procurement policies, to resolve issues raised at the Informal Hearing. If the appealing party agrees, the appeal may be ended at this point.

**Step5. Request for Formal Hearing --** The appealing party, if not satisfied with the results of the Informal Hearing, must inform the Hearings Officer, in writing, no later than five (5) working days from the date of the Informal Hearing of the intent to proceed with the appeal. Within ten (10) days of receipt of this written request, the Hearings Officer will respond, in writing, to inform the appealing party of the time, date, and place of Step 6, the Formal Hearing.

**Step6. Formal Hearing --** The Formal Hearing shall be conducted within fifteen (15) days of the date of the Request for Formal Hearing. An independent hearing officer will conduct the Formal Hearing of the appeal. This hearing officer will consider the facts presented as grounds for the appeal and remedies requested. The hearing officer and staff or the appealing party may request additional information. After full review, the hearing officer will, at the next Board meeting, make its recommendation to the Board for final determination.

**Step7. The Board Decision --** The Board will render a decision no later than 60 days from the date of the Written Notice of Appeal. The Board decision shall be the final decision and end the appeals process at the local level.

In all instances, information regarding the protest/dispute will be disclosed to TWC. TWC Financial Manual for Grants and Contracts, Chapter 14, provides for limited appeals of any Board decisions:

"The Commission shall accept no protest or dispute appeal until all administrative remedies at the contractor level have been exhausted. Commission appeal review is limited to:

* Violations of federal law and regulations, and procurement standards established by federal regulations,
* Violations of State or local law shall be under the jurisdiction of State or local authorities, and
* Violations of Board's protest/dispute procedures or failure to review a protest or dispute shall be referred to such authority as may have proper jurisdiction."

**INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner. Complete the text boxes below with Attachment C for your RFP response. This RFP is located at: <https://www.wfsdallas.com/doing-business> All proposals must be complete at time of submission.

PROPOSAL SUBMISSION - Proposals must be submitted according to the instructions regarding the response deadline of this RFP. **Regulations do not permit evaluation or consideration of proposals which are submitted after the RFP deadline**. Any modifications or amendments to a proposal already submitted must also comply with the submittal instructions and response deadline. Any proposals or amendments delivered/received after the deadline will not be considered but will be deemed late and non-responsive to this RFP and procurement process. WFSDallas is not responsible for technology issues in the submittal of proposal.

# PROPOSAL SUBMISSION INFORMATION

***Request for Proposals (RFP)***

***Opportunity Youth***

### BIDDER INFORMATION

|  |  |
| --- | --- |
| **Organization Name submitting the Proposal**  |       |
| **Head of Organization**  |       |
| **Mailing Address** |       |
| **Physical Address (if different)**  |       |
| **Name and Title of Representative Completing Proposal**  |       Name       Title of Representative |
| **E-mail Address of Representative**  |       |
| **Telephone Number of Representative**  |       |
| **Name & Title of Designated Contact for Organization**  |       Name       Title of Representative |
| **E-Mail of Designated Contact** |       |
| **Telephone Number of the Designated Contact** |       |
| **Type of Organization**  |       Date Established      |
| **Federal EIN Texas**  |       |
| **Small Business**  |       Yes       No |
| **State Comptroller ID #** |       |
| **Certified as a historically underutilized business****If proposer is certified as a historically underutilized business, provide a copy of certification notice as attachment.** |       Yes       No |
| **Certifying Agency** |       |
| **Budget Amount** |       |

2. Demonstrated Performance Including Organizational Capacity/Qualifications (70 points)

**Organizational Capacity/Qualification**

Demonstrate the organization’s ability to provide the proposed services by ensuring sufficient management and administration, professional staffing, and current administrative & fiscal management systems. Attach an organization chart.

**Demonstrated Experience/References**

# Provide specific experience within the last 3 years that applies to the proposed training and activities that demonstrate practical experience and technical competence. Please include location, annual budget, percentage of contract expended, outcome vs. contracted goal, amount of disallowed costs, and partnerships.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Annual Budget** | **% of Contract Spent** | **Contracted Goal** | **Outcome** | **Amount of Disallowed Costs** | **Partnerships** |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

Provide three professional references for the information listed above. Evaluators may verify information provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name | Title | Phone Number | Summary of Activities |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

During the past year, describe instances in which personally identifiable information records/data were comprised and actions taken.

Describe internal quality controls and compliance systems and processes.

Describe whether your organization has experience in using electronic methods for records retention.

For the previous year, list compliance and/or program monitoring findings/audit findings.

|  |
| --- |
| 3. Program Design (80 points)Provide details of proposed design for opportunity youth and/or other innovative activities below. All proposed projects must be focused on WIOA eligible youth, clearly identifying the type of service(s), the number to be served, and the expected outcome(s). [WIOA Guide Link and WIOA Program](https://www.twc.texas.gov/files/partners/wioa-guidelines-twc.pdf)      |
|  |
| Type of Credentials Offered (indicate numbers to be served):

|  |  |
| --- | --- |
|       | Secondary School Diploma/or equivalency  |
|       | AA or AS Diploma/Degree |
|       | Occupational License |
|       | Occupational Certificate |
|       | Occupational/Employer-Recognized Credential |
|       | Other Recognized Diploma, Degree, or Certificate (specify): \_      \_  |
|       | No recognized credential |

 |
| Type of Participant Activities (please indicate numbers to be served)

|  |  |
| --- | --- |
|       | Paid and Unpaid Work Experience |
|       | Occupational Skills Training  |
|       | Financial Literacy |
|       | Tutoring, study skills training, dropout recovery strategies |
|       | Entrepreneurial skills training |
|       | Leadership skills training |
|       | Adult mentoring |
|       | Support services |
|       | Follow-up services |
|       | Activities that help youth prepare for and transition to post-secondary education and training (AEL grant) |
|       | Alternative secondary school instruction (offered through AEL grant) |
|       | Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster (offered through AEL grant) |
|  |  |

 |
| InnovationsDescribe innovations or creative approaches and strategies within your proposed program design. Provide data as to how the need(s) was determined and how you will meet the needs identified to serve opportunity youth.       |
| **Outreach, Recruitment and Retention**Describe in detail how you will outreach and recruit the targeted demographic and your knowledge of the Dallas County workforce area. How will you effectively keep Opportunity Youth engaged to ensure a positive experience as well as a successful outcome?      |
| **Manage Resources/Collaboration with Community Partners**Within your description, explain how you will effectively deliver quality services, manage resources, and collaborate with community partners. Please attach partnership agreements/documentation with your bid.     Identify key partners and the resources they provide.     How is your proposed design connected to other key systems, including the workforce center system, education and other youth-serving agencies.     Identify service locations and staffing level, current and proposed, and provide a rationale for the location of each site.      |
| Performance MeasuresDescribe how you will support the opportunity youth system in Dallas County, contribute to meeting/exceeding performance measures and work to continuously improve performance and services.       |

**4. Financial Management and Organizational Stability** (**25 points)**

Describe your financial and administrative management systems, fiscal organizational structures, cash management system, financial resources, financial capacity, and knowledge in accordance with GAAP.

5. Cost - Attachment C (25 points)

Please complete the **Pricing Sheet** (Attachment C). WFSDallas is seeking services to offer to Opportunity Youth that are cost reasonable, allocable, and allowable. Please complete the spreadsheet below and provide salary allocation information on tab 2. Please provide backup details on all costs proposed:



### 6. Authorized Signature

*Certification of Bidder* - I certify that the information contained in this proposal, and any attachments are true and correct ***Certification of Bidder***

I certify that the information contained in this 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 RFP, 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 RFP 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.

***Certification Regarding Debarment, Suspension, Ineligibility,***

***& Voluntary Exclusion Lower Tier Covered Transactions***

I have also reviewed and certify that my organization has not been debarred in accordance with Federal Regulations, implementing [Executive Order 12549](https://www.archives.gov/federal-register/codification/executive-order/12549.html), 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. 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, where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participant shall attach an explanation to this proposal;
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>.

***Certification of Drug-Free Workplace Requirements***

*I certify that:*

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an ongoing drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of this statement;

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

 Check *[*     *]* if there are workplaces on file that are not identified here. Not applicable.

 Place of Performance:

***Certification Regarding Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreement***

I certify that:

(1) 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 an agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant local, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is 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 imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

***Certification Regarding Conflict of Interest***

In accordance with Governing Provisions and Limitations, I certify that:

(1) no manager, employee or paid consultant of the Proposer is a Director of the Board, the President, or a manager of the Board;

(2) no manager or paid consultant of the Proposer is a spouse to a Director of the Board, the President, or a manager of the Board;

(3) no Director of the Board, the President or an employee of the Board owns or controls more than a 10 percent interest in the Proposer;

(4) no spouse of a Director of the Board, President or manager of the Board is a manager, employee or paid consultant of the Proposer;

(5) no Director of the Board, President, or employee of the Board receives compensation from Proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;

(6) Proposer has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;

1. should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer 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.
2. Proposer shall comply with the standards of conduct stated in the Assurances and Certifications, Section 11 Conflict of Interest and be in accordance with Texas Administrative Code, Title 40, Part 20, Chapter 802above and with the conflict-of-interest provisions in OMB UG, UGMS, FMGC, and at 40 TAC §§ 802.21(c)-(d) and 802.41, regarding any contracts awarded under this RFP.

***Non-Discrimination and Equal Opportunity Certification***

I certify that this organization will comply with applicable Non-Discrimination and Equal Opportunity provisions set forth in Board policies and other regulations at the local, state and federal levels of governments. I will submit a copy of this organization’s Non-Discrimination and Equal Opportunity policy with the proposal.

***Texas Corporate Franchise Tax Certification***

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. I certify that the corporation entering this contract is current in its franchise taxes.

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

*Indicate the certification that applies to your corporation:*

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

      The corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

      Not applicable – bidder is not a corporation.

**Typed Name and Title of Authorized Organization Signatory**

***I certify that the information provided is accurate and true representation of the proposed services inclusive of costs. All forms submitted are considered a final bid.***

**SUBMISSION AUTHORIZATION**

Authorized Signatory Name       Title

Date signed:       Contact number:

Email Address:

***Organization Authorized Signature***:

