



Request for Quotations Copiers

Administration Office, Partner Locations, & Workforce Centers

ISSUE DATE JULY 15, 2021, 1:00 P.M., CDT

RESPONSE DEADLINE AUGUST 5, 2021, 12:00 P.M., CDT

A proud partner of the  American Job Center network

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

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INTRODUCTION

A robust workforce is a key component in the economic engine of the Greater Dallas area! This is why **Workforce Solutions Greater Dallas (WFSDallas)** exists. Our sole **mission centers on providing competitive solutions for employers through quality people and for people through quality jobs**. WFSDallas is a quasi-governmental and non-profit organization. Funded by federal grants and private money, WFSDallas is one of the largest nonprofits in Dallas. Government funding sources have included Texas Workforce Commission, and the U.S. Departments of Labor, Health and Human Services, Agriculture, and Education. The Walmart Foundation, Schultz Family Foundation, Starbucks Foundation, AARP Foundation, National Philanthropic Trust and Jobs for the Future are among the private partners that have added philanthropic resources to the solution.

Workforce Solutions Greater Dallas (WFSDallas) convenes, informs, designs, and invests resources to establish the workforce system for the Greater Dallas region. WFSDallas ensures the development and implementation of a multi-faceted system of job training, job placement, and job retention services. We meet employer and jobseeker needs while providing economic development support for our community. We provide eight workforce centers throughout Dallas County, and a fully trained team to assist you both virtually; and as conditions permit, in-person. Social distancing, masks, hand-sanitizers, and other CDC recommended protocols are followed for all in-person services.

WFSDallas is led by a volunteer Board of twenty-five Directors as mandated by State and Federal law and appointed by the Dallas County Judge and the City of Dallas Mayor. The Dallas Region inclusive of Dallas County and the city of Dallas includes additional cities of Garland, Grand Prairie, Irving, and Mesquite, as well as, an additional 19 cities and a combined population of 2.6 million. Please see the Board's website for more details on the workforce programs and locations of American Job Centers within Dallas County (www.wfsdallas.com). WFSDallas offers workforce, economic development, education and other human resource programs; to create a seamless customer-focus and business-led network. WFSDallas offers easy access to businesses and jobseekers to access the services they need to obtain skills and employment.

The Board oversees more than \$140 million annually and invests in all things workforce. Federal government funding is typically administered for workforce training, talent development, skills training, adult education, and English language skills. The system leverages public and private resources in many ways ranging from transitioning highly skilled individuals into new careers to helping unemployed and underemployed people find work. Often, this includes providing working families with transportation assistance and child care subsidies.

Upskilling current workers requires nontraditional tools such as e-learning, flex schedules for training, and wraparound services to balance work and learning. Quality care for the children of working parents is a vital wraparound service because many parents miss job opportunities due to the lack of capable, affordable, quality child care. WFSDallas views the availability of quality child care as a building block to a stronger Dallas area workforce.

Values

Workforce Solutions Greater Dallas is recognized locally and nationally as a best in class workforce system that engages employers and offers the premier solutions for a qualified workforce; provides jobseekers comprehensive solutions to employment; convenes a community workforce dialogue critical to economic development; and is recognized as the responsive and effective solution of choice.

*The workforce 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 county'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.

PART 1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR QUOTATIONS (RFQ)

The Dallas County Local Workforce Development Board, Inc. dba Workforce Solutions Greater Dallas (WFSDallas) is soliciting proposals from qualified vendors to provide thirty-six (36) new Multifunctional Digital Office Equipment devices (i.e., copiers/printers) to lease and/or purchase for workforce system operations in Dallas County. The workforce system operations consist of the WFSDallas administration office (central office), partner locations, and workforce center offices located throughout Dallas County. WFSDallas owns six (6) Konica Minolta B283 copiers and will require a maintenance/service contract for them.

This Request for Quotations (RFQ) for new Multifunctional Digital Office Equipment devices (i.e., copiers/printers) to lease and/or purchase may cover any modifications to locations for services (Part 1.3) in this RFQ or any existing location expansions/new locations/re-location of any of the existing locations in the future.

This RFQ solicitation is conducted to comply with federal procurement procedures. It contains the necessary background, requirements, instructions, and information for responding to this RFQ.

1.2 SERVICES AND PRODUCTS/SUPPLIES SOLICITED

WFSDallas is seeking bids from vendors to supply, deliver, install, test, and maintain thirty-six (36) new Multifunctional Digital Office Equipment devices (i.e., copiers/printers). The leased and/or purchased copiers and printers will be located at the WFSDallas administration office, partner locations, and workforce centers throughout Dallas County, Texas.

The bidders must ensure that all equipment devices are the latest and new production models (not refurbished, reconditioned, or previously used). The copier unit descriptions, paper capacity, specifications and network connectivity requirements for the thirty-six (36) new Multifunctional Digital Office Equipment devices (i.e., copier/printers) are provided below.

Copier Unit Descriptions

Unit a - Fifteen (15) multifunction laser copier machines, black/white copying/printing/scanning only, and a 55 ppm (page per minute) speed. Internal finisher and fax board/kit installed, and should meet general specifications below. Paper capacity - minimum of 3,650 total sheets, and option for LCT (large capacity tray) minimum 2,500 sheets.

Unit b - One (1) compact multifunction laser printers, black/white copying/printing only, a 35 ppm speed. Paper capacity - minimum of 650 total sheets, and option for additional tray minimum 500 sheets.

Unit c - Fourteen (14) multifunction laser copier machines, color and black/white copying/printing/scanning, 65 ppm for black/white, 50 ppm for color and fax board/kit installed. Internal finisher and should meet general specifications below. Paper capacity - minimum of 3,650 total sheets, and option of LCT (large capacity tray) minimum 2,500 sheets.

Unit d - Four (4) multifunction laser copier machines, color and black/white copying/printing/scanning, 65 ppm for black/white, 50 ppm for color. Internal finisher and should meet general specifications below. Paper capacity - minimum of 3,650 total sheets, and option of LCT (large capacity tray) minimum 2,500 sheets.

Unit e - Two (2) multifunction laser copier machines, color and black/white copying/printing/scanning, 65 ppm for black/white, 50 ppm for color. Add following (on each): booklet maker, external finisher, hole punch fax board/kit, and outer stapler unit. Paper capacity - minimum of 3,650 total sheets, and ADD LCT (large capacity tray) minimum 3,000 sheets.

General Specifications for all Equipment

- access codes
- auto cassette change
- auto magnification selection
- auto paper select
- automatic document feeder, equipped with dual side scanning at 160 image per minute scanning
- auto reset (i.e., to reset to default settings)
- auto sort
- auto job start
- automatic shut off
- compression method, JPEG or STAR compression
- cover sheet mode
- centering
- display, diagonal touch screen in color
- dual page copying
- duplexing: single pass duplex scan
- document storage (minimum 100 locations)
- electronic sorting
- energy saver energy star compliant
- fax modem, 1-line standard
- hard drive size, minimum 250 GB with encryption and overwriting security
- image shift
- interrupt
- job memory
- job present
- LDAP search
- magazine sort or booklet mode
- memory size, minimum 2GB RAM
- poster mode
- printing resolution, 1200 x 1200
- proof copy

- reduction/enlargement, 25% to 400% in .001 increments
- network interface card, 10/100/1000 MEGABIT Ethernet network card
- scan to email, FTP
- scan resolution, 600 x 600 dpi
- secure print feature/mode
- service maintenance modules
- sheet insertion mode
- stack feed bypass (minimum 50 sheets)
- text/photo mode
- touch screen panel
- weekly timer (a power save setting feature that causes the machine to automatically turn off at a certain time if not in use)
- user authentication
- x-y zoom
- 2 in 1, 4 in 1, and 8 and 1 copy mode
- 50 stapling finisher

Additional Specifications

- The ability with the touch of a single button to combine different functions.
- The ability to have equipment collaborate (interface) with other equipment.
- Digital signatures.
- The ability to integrate with Adobe live cycle.
- The ability to print/scan to mobile devices. This refers to the WFSDallas' wireless network.

Network Connectivity Requirements

- Operating system support, include support for Windows NT 40, Windows 2000, server 2003, 2008, 2012, Windows 10 or newer, and apple Macintosh OS10.5.8 or later.
- Network interface, support for both 10baseT, 100baseT, 1000baseT Ethernet through integrated 10.100/1000 Mbps network card with an RJ45 connection.
- Networks protocols supported, include support for TCP/IP, NetBEUI, ethertalk, and LPR/LPD network protocols.
- PCL (printer control level) level 6 and Postscript 3 print controller included.
- Printer controller, include integrated print controller with adequate memory buffer to serve as a full document spooler and processor. The equipment should be capable of accepting up to 200 page single side document into memory for RIPing and output.
- Security/tracking capability, integrated software that will allow equipment to require an ID or access code before copying/printing can begin. The software should be able to track usage for each code, print usage reports, and data exported to a PC.

Lease Contract is to include the following terms and conditions:

- All machines will be on a thirty six (36) month lease, and the vendor should give an exact starting and ending period of the lease (month/day/year).
- No automatic renewal after the expiration date of the 36-month lease agreement. The service may continue on a month to month basis without having to contact the lease company of intent not to renew the services.
- No third party leasing is allowed.

- Lease price must be fixed for term of agreement/lease.
- 30 day notice for cancellation of service agreement.
- Hard Drive – At the end of the lease and for security purposes, any and all customer information will be erased from the Hard Drive and a signed certificate validating this process will be provided to customer.
- The maintenance/service agreement must cover the entire period of the lease (36 months) and should include all supplies (except paper), service, and repair.
- Lease must contain a clause that insures that if the Board was to lose funding for this program, the Board could return the copiers with no penalties or fees and the contract will be terminated.
- The lease must be a Fair Market Value Lease, with terms of the lease clearly stated, with no hidden costs contained therein.
- Property tax must be included in the monthly lease cost.
- The bid must include all delivery and set-up charges, and any removal charges at the termination of the lease.
- Service Response Time Guarantee – vendor must state in writing the maximum time for onsite response for service calls.
- OEM requires all vendors to only use original parts and toner – warranties can be voided by use of generic parts and toner.
- No late or return fees – If selection of different vendor to provide the service, existing vendor equipment must be picked up at no expense to the WFSDallas.

Purchase Contract is to include the following terms and conditions:

- All machines will be purchased for ownership with the manufacturer's warranties.
- All machines will be maintained by a maintenance service agreement.

1.3 LOCATION AND DESCRIPTION OF COPIERS TO BE PLACED AT EACH LOCATION

WFSDallas has an administration office, eight (8) workforce center offices and partner locations. Current locations subject to re-location pending discretion of the Board:

Workforce Solutions Greater Dallas (Administration Office)

Ross Towers, 500 N. Akard Street, Suite 3030, Dallas, Texas 75201

- 2 machines (unit e): color and black/white copying/printing, 75 ppm for black/white and 60 ppm for color - Copy Allowance: 50,000 black/white per unit; 15,000 color per unit
- 1 machine (unit d): color and black/white copying/printing, 75 ppm for black/white and 60 ppm for color - Copy Allowance: 50,000 black/white, 15,000 color

Workforce Solutions Greater Dallas - Garland Workforce Center

217 N. Tenth Street, Garland, Texas 75040

- 2 machine (unit a): black/white only, 65 ppm - Copy allowance: 50,000
- 1 machine (unit b): printer

Workforce Solutions Greater Dallas - Grand Prairie Workforce Center

801 S. State Highway 161, Suite 500, Grand Prairie, Texas 75051

- 4 machines (unit a): black/white copying/printing only, and a 65 ppm speed - Copy Allowance: 50,000 per unit

Workforce Solutions Greater Dallas – Greenville Avenue Workforce Center

6500 Greenville Ave., Suite 250, Dallas, Texas 75206

- 2 machines (unit a): color and black/white copying/printing, 75 ppm for black/white and 60 ppm for color - Copy Allowance: 50,000 black/white per unit, 15,000 color per unit

Workforce Solutions Greater Dallas - Irving Workforce Center

2520 W. Irving Blvd., Suite 100, Irving, Texas 75061

- 4 machines (unit a): black/white copying/printing only, and a 65 ppm speed - Copy Allowance: 50,000 per unit

Workforce Solutions Greater Dallas – Pleasant Grove Workforce Center

1125 South Buckner Road, Dallas, Texas 75217

- 4 machines (unit a): black/white copying/printing only, and a 65 ppm speed - Copy Allowance: 50,000

Workforce Solutions Greater Dallas - Preston At Alpha Workforce Center

5955 Alpha Road, Suite 200, Dallas, Texas 75240

- 4 machines (unit a): black/white copying/printing only, and a 65 ppm speed - Copy Allowance: 50,000
- 1 machine (unit b): printer

Workforce Solutions Greater Dallas – Redbird Workforce Center

3560 W. Camp Wisdom Rd., Suite 110, Dallas, Texas 75237

- 5 machines (unit a): black/white copying/printing only, and a 65 ppm speed - Copy Allowance: 50,000 per unit
- 2 machines (unit d): color and black/white copying/printing/scanning, 75 ppm for black/white, 60 ppm for color. Internal finisher and should meet general specifications above.

Workforce Solutions Greater Dallas – Opportunity Workforce Center

1610 S. Malcolm X Blvd., Suite 201, Dallas, Texas 75226

- 2 machines (unit a): black/white copying/printing only, and a 65 ppm speed - Copy Allowance: 50,000 per unit
- 2 machines (unit d): color and black/white copying/printing/scanning, 75 ppm for black/white, 60 ppm for color. Internal finisher and should meet general specifications above.

1.4 PARTNER LOCATIONS AND DESCRIPTION OF COPIERS THAT WILL REQUIRE MAINTENANCE SERVICE AGREEMENT AND TWO NEW COPIERS

Workforce Solutions Greater Dallas – AEL Classes

802 S. Buckner Blvd., Dallas, Texas 75217

- 1 Konica Minolta B283 (Maintenance Service Agreement)
- 1 machine (unit d): color and black/white copying/printing/scanning, 75 ppm for black/white, 60 ppm for color. Internal finisher and should meet general specifications above.

Workforce Solutions Greater Dallas – AEL Classes

911 N. Morocco Ave. Dallas, Texas 75211

- 3 Konica Minolta B283 (Maintenance Service Agreement)
- 1 machine (unit d): color and black/white copying/printing/scanning, 75 ppm for black/white, 60 ppm for color. Internal finisher and should meet general specifications above.

Workforce Solutions Greater Dallas – AEL Classes
 1402 Corinth St., Rm 1113, Dallas, Texas 75215
 2 Konica Minolta B283 (Maintenance Service Agreement)

1.5 SCHEDULE OF EVENTS

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

<u>Dates</u>	<u>Activity</u>
Sunday, July 11, 2021 CDT	Notice published in the Dallas Morning News
Thursday, July 15, 2021, 1:00 p.m. CDT	Issuance of RFQ
Wednesday, July 21, 2021, 10:00 a.m. CDT.....	Bidders' Conference Call
Friday, July 23, 2021, 12 p.m. CDT	Deadline for Bidders' Questions
Thursday, August 5, 2021, 12:00 p.m. CDT.....	Deadline for Proposals
Wednesday, August 18, 2021.....	Board Action
September 30, 2021.....	Anticipated Contract Start Pending Successful Negotiations

PART 2.0 REQUEST FOR QUOTATIONS COMPONENTS

2.1 ADMINISTRATION OF THIS REQUEST FOR QUOTATIONS (RFQ)

A. Issuance

The RFQ is issued at **1:00 p.m. CDT, Thursday, July 15, 2021** and available for download from the Board's website: <http://www.wfsdallas.com/doing-business>. If you are unable to download the RFQ, please contact: procurement@wfsdallas.com or (214) 290-1000.

B. Request for Quotations

The package contains all the necessary information and forms to respond to this Request for Quotations. A response to this RFQ should include all items listed in **2.10, Quotation Proposal Preparation**, and **PART 3.0, Order of Proposal Submission, pages 13 – 14**, of the RFQ.

Proposals must be typed, single spaced, 12 font submitted on materials in accordance with instructions in this RFQ. Proposals for services must be officially received by WFSDallas staff to: procurement@wfsdallas.com no later than **12 p.m. CDT on Thursday, August 5, 2021**. **Any proposals or amendments received after August 5, 2021 12:00 p.m. CDT deadline will not be considered, but will be deemed late and non-responsive to the RFQ procurement process. Late proposals or amendments will be returned without review.**

All responsive proposals received by the deadline will be presented for action (recommended or not recommended) at the WFSDallas Board of Directors' meeting on August 18, 2021.

Dated Material: Proposals are due by 12:00 p.m. CDT on August 5, 2021. WFSDallas is not responsible for any technology issues. No faxed proposal will be accepted.

2.2 Bidders' Conference

The Bidders' Conference will be held on **July 21, 2021 from 10:00 a.m. to 11:00 a.m.** CDT via Zoom conference to **provide clarification and interpretation for this Request for Quotations**. To participate in the Zoom virtual conference, please email procurement@wfsdallas.com, the conference information will be emailed out on July 20, 2021.

To allow for additional time for questions following the bidders' conference, we request questions be submitted via **email to procurement@wfsdallas.com by July 28, 2021 5:00 p.m. CDT**. All responses to questions received will be posted on **July 30, 2021** at: <http://www.wfsdallas.com/doing-business-wfs-dallas>. This conference and Q & A offers potential bidders an opportunity to obtain guidance on the scope and nature of the work required in this RFQ or to ask other technical questions concerning this solicitation.

NOTE: All Board members, officers, and staff are precluded from entertaining questions concerning a proposal or the procurement process outside the confines of the Bidders' Conference. Potential bidders are asked to respect these conditions by not making personal requests for assistance, except at the Bidders' Conference.

2.3. Funding

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

2.4. Agreement Type/Service Period

The executed agreement as a result of this RFQ process will be a vendor agreement, if leasing or purchasing copiers, unless another type is determined by the Board to be more advantageous. The anticipated agreement for the Copiers (lease) will be for a 36-month period, effective from the start date of the services. The Board may extend the agreement for up to one additional 12-month term. The total terms of an agreement to provide Copiers services shall not exceed 48 months. Offers to extend agreements are at the sole discretion of the Board, based on satisfactory performance, compliance with contractual obligations, and other factors as determined by the Board. The Board reserves the right to terminate the agreement annually or earlier based on contractor performance and compliance with contractual terms and conditions.

The anticipated agreement for copiers, if purchased, will be contract/purchase agreement agreed on by both the Board and selected vendor providing the copiers. Additionally, the Board may enter into an agreement with selected vendor for maintenance services for the purchased copiers.

2.5 Method of Procurement

The services and products solicited under this RFQ shall be procured under the competitive negotiations 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 cost reimbursement contract with the successful bidder.

2.6. Eligible Bidders

Any vendors with the capability to provide items as described in Parts 1.2 and 1.3 of this RFQ with a record of integrity and good business ethics (i.e., not debarred from doing business with state, federal or local government),

able to meet other terms of this proposal package and offering service locations within Greater Dallas are invited to respond. **Please note that the vendor currently providing services and products/supplies to WFSDallas must submit a quotation proposal for consideration to provide services and products/supplies in the future.**

2.7. Selection Process

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

1. We will make an effort to utilize small, minority and female-owned or operated businesses, as vendors, and to allow such organizations maximum feasible opportunity to compete for award.
2. We will award contract/purchase agreement(s) only to "Responsible Bidder", i. e. a Bidder/Vendor who has demonstrated competence to deliver the specified goods and services, a proven record of business integrity and ethics, and the ability to meet the requirements of this Request.
3. The Board reserves the right to contact any individual or agency listed in the Quotation Proposal, or to contact others who may have knowledge of the bidder's relevant services/products or qualifications.
4. A response to this request does not commit the Board to award a purchase agreement or to pay any costs incurred in the preparation of a response, nor to pay for any other costs incurred prior to the execution of a formal purchase agreement unless such costs are specifically authorized in writing by the Board.
5. The Board reserves the right to accept, or reject any or all Quotation Proposals received, or to cancel in part or its entirety this Request for Quotations.
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 quotation proposal or any other quotation 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. 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 RFQ which might offer a competitive advantage to any bidder. Potential Bidders are asked to respect these conditions by not making personal requests for assistance.
10. Prior to award of any contract/purchase agreement, a Bidder must sign a "Certification Regarding Conflict of Interest" stating adherence to the Board policy regarding free and open competition and conflicts of interest.

11. The 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.
12. The Board reserves the right to request additional information from any and all bidders.
13. The Board reserves the right to award a contract/purchase agreement to other than the lowest cost/priced bidder.
14. The 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 RFQ.

2.8. Selection Criteria for Award

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

Demonstrated Experience/Qualifications and Ability to provide Products 50

The bidder will demonstrate company's history including, but not limited to, resources and manpower, the ability to match minimum specifications for copiers and qualifications of personnel who will be involved with services and product/supplies delivery.

Reasonableness of Costs 50

The bidder's proposed cost for services and products/supplies will be compared with the other bids to determine most competitive cost for services and products/supplies proposed. If costs are higher, is the additional cost justified by additional expertise, qualifications and/or service quality?

Total possible points for proposal response 100

2.9. PROPOSER INQUIRY AND APPEAL PROCESS

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

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

2.10. Quotation Proposal Preparation

Each quotation must contain:

Cover Sheet (Attachment A)

All items on the Cover Sheet must be completed. Identify a liaison or primary contact person, as well as the Signatory Authority - a person with the legal authority to negotiate and sign a contract on behalf of the bidding entity. (This is also the person who must sign the various certification forms provided in this RFQ.)

Narrative (Attachment B)

- a. Describe your organization (length of time in business, etc.) and record of providing services and products/supplies similar to those requested in this RFQ. In addition, provide qualifications and experience of staff who will be involved in providing services and products/supplies to the WFSDallas.
- b. Provide sufficient information to ensure that proposed services and products/supplies comply with all the limitations specified in this Request for Quotations.
- c. Copiers/Printers Lease Pricing Sheet (Attachment C) -WFSDallas is seeking services and products/supplies at the most competitive cost available, provided that the bidder can comply with all the limitations specified in this Request for Quotations. Bidder's quote will be for the total cost of services and products/supplies as prescribed in this RFQ for the WFSDallas Administration Office, Partner Locations, and Workforce Center Offices.

Copiers/Printers Purchase Pricing Sheet (Attachment C1) - WFSDallas is seeking services and products/supplies at the most competitive cost available, provided that the bidder can comply with all the limitations specified in this Request for Quotations. Bidder's quote will be for the total cost of services and products/supplies as prescribed in this RFQ for the WFSDallas Administration Office, Partner Locations, and Workforce Center Offices.

Non-Discrimination

Please include a statement describing your agencies commitment to providing quality customer services and non-discrimination in regard to hiring and employment opportunities as well as services and products/consumables to customers. If there are written policies in place regarding non-discrimination, you may attach a copy as Attachment H.

Service Locations

Provide a list of your customers within Dallas County. This information should also include a contact person and phone number for each customer.

PART 3.0 ORDER OF QUOTATION PROPOSAL SUBMISSION

The following attachments required:

- A. Cover Sheet (Attachment A)
- B. Narrative (Attachment B) to include, but not limited to, the following:
 1. Bidder's Qualifications and Experience with Services and Products/Supplies
 2. Proposed Services and Products/Supplies for Administration Office, Partner locations, and Workforce Center Offices
- C. Copiers/Printers Lease Pricing Sheet (Attachment C)

Copiers/Printers Purchase Pricing Sheet (Attachment C1)

Konica Minolta B283 Pricing Sheet – Maintenance/Service Fee(s) (Attachment C2)- WFSDallas is seeking maintenance/service fee(s) at the most competitive cost available for the Konica Minolta B283s listed at locations.

- D. Certification of Bidder (Attachment D)
- E. Certification Regarding Debarment (Attachment E)
- F. Certification Regarding Conflict of Interest (Attachment F)
- G. Texas Corporate Franchise Tax Certification
- H. Non-Discrimination Statement/Policy (Please attach this information as Attachment H)
- I. List of your customers within Dallas County. This information should also include a contact person and phone number for each customer. (Please attach this information as Attachment I)