

# **WORKFORCE SOLUTIONS**

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

June 4, 2019

Interested Bidders  
Request for Quotations (RFQ)  
Computer Hardware and Software

*Workforce Solutions Greater Dallas (WFSDallas) is a non-profit organization that administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the workforce development area. WFSDallas administers contracts and activities with a budget of approximately \$120M annually. WFSDallas is a tax exempt organization. Please see WFSDallas website ([www.wfsdallas.com](http://www.wfsdallas.com)) to learn more about the Dallas workforce system.*

### **Services Solicited**

We are seeking bid proposals for computer hardware and software at competitive **fixed-pricing**.

The interested bidders must provide the **Bidder Cover Sheet** (Information About Bidder) and **Attachment A** (Computer Hardware and Software Bid Sheet) with bid proposals. The description, specifications and quantity for the solicited computer hardware and software items are provided in **Attachment A** of this RFQ. **The interested bidders may submit quote on any or all items provided in Attachment A.**

### **Delivery Timeline Solicited**

The delivery of computer hardware and software to a location in Dallas County is required as early as **June 28, 2019** and no later than **12 noon on Wednesday, July 31, 2019 for items in Attachment A.**

### **Administration of This Request for Quotations (RFQ)**

The RFQ is issued **at 1:00 p.m. CDT, Tuesday, June 4, 2019** and available at the WFSDallas offices at Ross Tower, 500 N. Akard Street, Suite 3030, Dallas, Texas 75201 and 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](mailto:procurement@wfsdallas.com) or (214) 290-1000.

### **Deadline for Quotations/Submission Means**

The bid proposal must be officially **received at Ross Tower, 500 N. Akard Street, Suite 3030, Dallas, Texas 75201 no later than 5 p.m. CDT on Thursday, June 13, 2019**. The bid proposal may be hand delivered or submitted by mail/courier service or submitted via email at [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com).

**Any bid proposals or amendments delivered/received or post marked after the deadline date will not be considered, but will be deemed late and non-responsive to this RFQ procurement process. Late bid proposals or amendments will be returned without review.**

The bid proposals that will be hand delivered or submitted by mail/courier service must be addressed and externally labeled as follows:

**Computer Hardware and Software**  
Attn: Procurement  
Workforce Solutions Greater Dallas  
Ross Tower, 500 N. Akard Street, Suite 3030  
Dallas, Texas 75201

*achieving competitive solutions... for employers through quality people and for people through quality jobs.*

### **Dated Material: Bid proposals are due by 5:00 p.m. CDT on June 13, 2019**

The Board is not responsible for any errors of omission or otherwise on the part of the U.S. Postal Service or other carrier regarding proof of mailing. The Board is not responsible for errors as a result of technology issues.

### **Bidders' Conference**

There will be no Bidders' Conference to respond to questions on the RFQ; however, respondents may pose any questions to the e-mail link at: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) by **5:00 p.m. on Friday, June 7, 2019, CDT**. A formal question/answer, clarifications or amendments will be posted at the Board's website: <http://www.wfsdallas.com/doing-business> by **close of business on June 10, 2019**.

### **Funding**

All funding is conditional upon the availability of grant funds from the U. S. Departments of Labor, Health, Education and Agriculture, and the Texas Workforce Commission.

### **Agreement Type/Service Period**

The executed agreement, as a result of this RFQ process, will be a vendor agreement unless another type is determined by the WFSDallas to be more advantageous.

### **Eligible Respondents**

Proprietorships or organizations with the capability to provide items described within this RFQ and with the professional experience, a record of integrity and good business ethics (i.e., not debarred from doing business with state, federal or local government), are invited to respond.

### **Governing Provisions and Limitations**

1. WFSDallas reserves the right to accept or reject any or all quotes received, to cancel and/or reissue this Request for Quotations in part or its entirety.
2. No contract/purchase agreement may be awarded until the bidder has complied with Executive Order 12549, 29 CFR, 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.
3. 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.

### **Selection of Vendor or Vendors**

The selection of vendor or vendors to supply computer hardware and software items will be based on company history of providing products and most competitive **fixed-pricing**.

### **Proposer Inquiry and Appeal Process**

Proposer 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. A copy of the complete appeal process will be provided upon request. The Request for Debriefing should be sent registered mail or hand delivered (a receipt will be issued), clearly identified externally as Dated Material and addressed to: **Laurie Bouillion Larrea, President, Workforce Solutions Greater Dallas, Ross Tower, 500 N. Akard Street, Suite 3030, Dallas, TX 75201**. Telefax/facsimile/E-mail shall not be accepted at any stage of the appeal process.