

**Schedule of Events**

RFQ released at 1:00 p.m. CDT on Tuesday, May 3rd

No Bidders’ conference – questions posted on the website.

**Proposals due at Noon CDT on Thursday, June 2nd.**

May 3, 2022

Interested Respondents Request for Quotations (RFQ)

Interactive Career Exploration Tool

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 local workforce development area. WFSDallas administers contracts and activities with a budget of approximately $200M annually. 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, National Philanthropic Trust, New Profit, and Jobs for the Future are among the private partners that have added philanthropic resources to the solution.

Please see WFSDallas’ website ([www.wfsdallas.com](http://www.wfsdallas.com/)) to learn more about workforce programs, Board of Directors and other pertinent information.

# Services Solicited

Services solicited in this Request for Quotations (RFQ) Virtual Reality (VR) for interactive career exploration experiences. VR is a valuable tool for students to learn about local in-demand occupations and middle-skill jobs. VR tools can provide occupation simulation experiences for students with interests in specific occupations. The Texas Workforce Commission has established a Virtual Reality Career Exploration Pilot Program with the goal of engaging more students with hands-on career exploration and labor market information to make informed decisions about their education and career decisions. For review of WFSDallas’ targeted occupations, please visit our website at: [www.wfsdallas.com](http://www.wfsdallas.com)

**Administration of This Request for Information (RFQ)**

The RFQ is issued at 1:00 p.m. CDT, Tuesday, May 3, 2022 and available to download from the Board’s website: [http://www.wfsdallas.com/doing-business.](http://www.wfsdallas.com/doing-business) If you are unable to download the RFQ please contact: procurement@wfsdallas.com or (214) 290-1000.

This package contains the remaining information and forms to respond to in this Request for Quotations (RFQ). A response to this RFQ must include all items listed in “Response Checklist and Order of Submission of the **Services for Response by Potential Respondents section** of this RFQ.

Proposals must be officially received by WFSDallas via procurement@wfsdallas.com no later than Noon CDT on Thursday, June 2, 2022. **Any proposals or amendments received after the June 2, 2022 deadline will not be considered, but will be deemed late and non-responsive to this RFQ procurement process**. **Late proposals or amendments will be returned without review**.

Dated Material: All proposals are due by Noon CDT on Thursday, June 2, 2022. WFSDallas is not responsible for any technology issues. No faxed proposal will be accepted.

*Workforce Solutions Greater Dallas is an equal opportunity employer/program. Auxiliary aids are available upon request, for persons with disabilities. TTY:214-745-1054. 100% of funding received from the Texas Workforce Commission, including Federal Funds through the US Departments of Labor, Health, Education, Treasury and Agriculture; and non-governmental resources.*



**Bidders’ Conference**

No bidders’ conference. Questions will be received at the procurement@wfsdallas.com and posted on the website at [www.wfsdallas.com](http://www.wfsdallas.com)

**Eligible Respondent**

Proprietorships or organizations licensed in the State of Texas with the capability to provide services 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. The main purpose of this RFQ is to ensure uniform information in the solicitation of proposals and procurement. This RFQ does not commit the WFSDallas to pay for costs incurred in the preparation of a response, or any other costs incurred prior to the execution of a formal agreement, unless such costs are specifically authorized in writing by the WFSDallas.
2. WFSDallas reserves the right to accept or reject any or all proposals received, to cancel and/or reissue this RFQ in part or its entirety.
3. WFSDallas reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
4. All Board Directors, officers, and staff, or any agents of the Board are precluded from entertaining questions concerning the proposal or this procurement process outside the confines of the formal Questions and Answers process. Potential respondents, respondents and current provider of services 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 respondent who submits a proposal under this RFQ 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 respondent’s proposal. This contact includes written correspondence, telephone calls, personal meetings, e-mail messages, or other kinds of personal contact. WFSDallas will reject proposals of those respondents who violate this condition.
5. WFSDallas reserves the right to contact any individual, agency employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the respondent’s relevant performance and/or qualifications; and to request additional information from any and all respondents.
6. **Respondents shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any** officer, member, employee, or agent of the Board, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.

# No Board Director, officer, or employee, or any agent 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.

1. **Respondents shall not engage in any activity, which will restrict or eliminate completion**. Violation of this provision may cause a respondent to be disqualified.
2. WFSDallas 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.
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.

**Proposal Evaluation Process**

WFSDallas assigns professional staff 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. In selecting proposal for letter of authorization/agreement, 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 WFSDallas and its constituents. WFSDallas may interview top scoring bidders before selecting.

# Proposer Inquiry and Appeal Process

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>

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.

**Services Solicited in this RFQ**

WFSDallas is seeking a qualified contractor to provide a classroom set (***25 minimum***) of VR career exploration tools that immerse users into occupational experiences, especially those listed on the high-skill, high growth list for the Greater Dallas Region ([www.wfsdallas.com](http://www.wfsdallas.com)) . The proposal must include all components required to utilize the VR tool: headsets and/or other equipment, associated software, access to data analytics, technical support and maintenance. The funding will begin **June 2022 to September 30, 2022**. 100% of the total costs of contract authorized from this solicitation are Federal funds.

**Selection Criteria:**

Following is the point value for the evaluation criteria:

# Scope of Work 50

The respondent will describe proposed services indicated in the table below which includes (virtual reality tool, functionality, course offerings/modules, support and training, and approach/solution).

# Cost 50

# Cost/pricing will be reviewed to determine that costs are reasonable

# Costs will be compared to other bidders’ proposed costs. Describe licensing structure

# and discounts for multiple users.

# Total Possible Points for Proposal Response 100

### **1. Contact Information**

1.1 Organization Name/Address submitting the Proposal:

1.2 Name and Title of Representative Completing the Proposal:

1.3 E-mail address of Representative:

1.4 Telephone Number of Representative:

1.5 Name and Title of Designated Contact for the Organization:

1.6 E-Mail of Designated Contact:

1.7 Telephone Number of the Designated Contact:

1.8 Type of Organization      Date Established

1.9 Federal EIN      Texas State Comptroller ID #

**2. Scope of Work (50 points)**

Equipment proposed must be in new condition – no refurbishments. Respondent must provide a detailed explanation for the following:

|  |
| --- |
| **Virtual Reality Tool** |
| Is the VR tool portable or stationary? | Yes       No       |
| What is the size, shape, and weight of the VR tool? |       |
| Is internet connection required to work and if so, what are the minimum technical specifications? |       |
| Any additional equipment and/or software required to utilize the VR tool? If so, please describe. |       |
| Who is the intended/target audience for VR tool? |       |
| What is the user experience like? |       |
| What is the ideal operating environment and why? |       |
| What safety and security features are incorporated into the VR tool? |       |
| Is there an upgrade/trade-in program for the equipment? If so, please describe. |       |
| **Functionality** |
| What are the accessibility features/capabilities of the VR tool? (Captions, audio descriptions, or any other features that make the VR tool usable by individuals with disabilities). |       |
| What type of data or analytics does the VR tool provide?  |       |
| Can the VR tool be connected to a projector or other similar device to share the experience with the audience? |       |
| Is there a maximum number of concurrent VR tools that can efficiently operate within the same room? |       |
| Can an administrator “lock” access to restrict the modules? |       |
| Are there any limitations to the equipment or software? |       |
| **Course Offerings/Modules** |
| How many career exploration modules are included? Provide a list. |       |
| Are there any certifications or credentials that may result from completion? |       |
| How many occupational training modules are included? Provide a list. |       |
| What languages are the modules available? |       |
| Is there functionality to add custom modules? If so, how does this process work? |       |
| **Support and Training** |
| Describe your technical support options, including the assistance request process, support hours, response times, staffing levels, staff expertise, and physical location of the help desk. |       |
| Describe support levels available. |       |
| Describe any documentation and support (e.g. user manuals, online help, interactive demos, web-based seminars, and online knowledge base) available, both from the technical perspective and the end-user perspective. |       |
| Describe end-user and technical training available. |       |
| **Approach/Solutions** |
| Following payment for any licenses and associated products, how long will it take to receive and implement the licenses and associated hardware? |       |

Provide a timetable for the project.

Include at least three references and relevant examples of previous work completed within the past thirty-six months. Include name, point-of-contact, telephone number, and dates services performed.

**3. Cost (50 points)**

Please provide a full break-down of all costs.

|  |
| --- |
| **Virtual Reality Equipment** |
| Item | Description | Unit Price |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| **Software License/Subscription** |
| Item | Description | Unit Price |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **Technical Support & Training** |
| Item | Description | Unit Price |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **Standard Warranty** |
| Item | Description | Unit Price |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **Options/Accessories** |
| Item | Description | Unit Price |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| **Shipping** |
| Item | Description | Unit Price |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

What is the licensing structure?       Is a license assigned to a specific user, the VR tool, or some other method? Is there a discount available if purchasing multiple units?

### **4. Authorized Signature**

I certify that the information contained in this quotation/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 RFQ, 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 RFQ 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.

I have also reviewed and certify that my organization has not been debarred in accordance with Federal Regulations, implementing Executive Order 12549, 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. Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or Agency.
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>.

Typed name and title of authorized Organization signatory:

Name      Title      Date signed:

Organization Authorized Signature:

