



ANNUAL REPORT DESIGN SERVICES REQUEST FOR QUOTE #RFQ 2017-53-0002 AR

Issued by
Workforce Solutions South Plains
Issue Date: November 15, 2017
Response Deadline: December 4, 2017

I. Introduction

Workforce Solutions South Plains (hereinafter, "Workforce Solutions") is a 501C3 Non-profit Corporation that administers workforce development services authorized by the Texas Workforce Commission (TWC) for the 15-county South Plains Regional Workforce Development Area (SPRWDA) which consists of Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry and Yoakum Counties.

Through this Request for Quotes (RFQ), Workforce Solutions is seeking a source for the design of an annual report. Bidders are encouraged to view samples of previous Workforce Solutions annual reports prior to submitting a bid and may stop by the Workforce Solutions Administrative Office between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

II. Requirements

The resulting contract will be a "NOT TO EXCEED" contract. The selected bidder will be required to complete the annual report no later than January 5, 2018. The selected bidder will interface with Workforce Solutions staff in the design of the report. Workforce Solutions staff will provide text and pictures for the report. The selected bidder will create the design and layout of the annual report. The selected bidder will provide additional art work as necessary.

III. Selection of Service Provider

Quotes should include:

1. A completed cover sheet using the form provided as **Attachment 1**;
2. A summary of the firm's experience; **Attachment 2**;
3. A price quote and estimated delivery time which must be no later than January 5, 2018. This time frame may change based upon input from Workforce Solutions. The design should be based on a 16-20 page report. The selected bidder will present one completed document in hard copy and electronic format. **Attachment 2**;
4. Contact information for three professional references. **Attachment 2**.

III. Submission of Bids

Please mail your bid and any additional comments to Rocky Brown at the address below:

Workforce Solutions South Plains Board Administration
1301 Broadway, Ste 201
Lubbock, Texas 79401

You may submit your bid electronically to rocky.brown@spworkforce.org or you may fax your bid to (806) 744-5378. **Deadline for Submission: December 4, 2017**

Governing Provisions and Limitations

1. Offerors shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, proposal evaluator, or agent of the Board or elected official for purposes of having an influencing effect on this procurement. Offerors shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, proposal evaluator, or agent of the Board or elected official for purposes of having an influencing effect on this procurement.
2. No officer, board member, employee, proposal evaluator, or agent of the Board shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
3. Offerors shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause an offeror's proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
4. All proposals submitted must be an original work product of the offeror. The copying, paraphrasing or other use of substantial portions of the work product of another party and submitted hereunder as original work of the offeror is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
5. The contents of a successful proposal may become a contractual obligation if selected for the award of a contract. Failure of an offeror to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful offerors as a basis for release from proposed services at the stated price/cost. Any damages accruing to the Board as a result of a successful offeror's failure to contract may be recovered from the offeror.
6. The Board reserves the right to:
 - a. award from one or more contracts as a result of this RFQ for any combination of services as necessary to obtain the best value for the State;
 - b. accept or reject any or all proposals received, to cancel or reissue this RFQ in part, or its entirety;
 - c. extend, shorten, increase or decrease any contract awarded as a result of this RFQ;
 - d. contact any individual, agency, employer or granting agencies listed in a proposal, contact others who may have experience and/or knowledge of the offeror's relevant performance and/or qualifications;
 - e. request additional information from any and all offerors to obtain clarification of or explanation for any aspect of a response to this RFQ;
 - f. waive any defect in this procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary;
 - g. negotiate the final terms of any and all contracts or agreements with selected offerors and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the South Plains Area;
 - h. conduct on-site reviews of records, systems, procedures, including credit and criminal background checks, etc., of any entity selected for funding under this RFQ either before or after the award of a contract or agreement;
 - i. cancel any contract or agreement awarded if there is found to be misrepresentation of the offeror's ability to perform as stated in the offeror's proposal.
7. Offers must be valid for a period of 90 days following the date and time designated for receipt of proposals, and may not be withdrawn or canceled during that period without the written permission of the Board. A statement to this effect must be submitted with the offeror's proposal.
8. The offeror assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I—financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 - f. The offeror also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the offeror's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the offeror makes to carry out the WIOA Title I-financially assisted program or activity. The offeror understands that the United States has the right to seek judicial enforcement of this assurance.
9. An offeror may withdraw his proposal either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of applications.
 10. Funding for goods or services requested in this RFQ is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
 11. Workforce Solutions South Plains is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 12. The offeror certifies and assures that it has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The offeror further certifies and assures that no officer of the offeror has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year.
 13. The offeror certifies that it will comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired on or after November 1, 1986, who will perform any services under the proposed contract.

ATTACHMENT 1 COVER SHEET

Legal Name of Proposing Organization <u>(Include legal name of parent company and DBA, if applicable)</u>	
Name of Parent Company CEO	
Mailing Address and Physical Address (if different)	
Telephone Number	
Fax Number	
Contact Person's E-mail	
Contact Person's Phone Number	
Name & Title of Contact Person	
Name & Title of Signatory Authority	
Legal/Tax Status of Proposing Organization (check all that apply)	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> for Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other (Specify) _____
Federal Tax ID Number	
Historically Underutilized Business? (If "Yes", attach certification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount of Bid	

