



WORKFORCESolutions
SOUTH PLAINS
AmericanJobCenter

**REQUEST FOR PROPOSALS
FOR**

**CLEANING SERVICES
FOR THE**

**WORKFORCE SOLUTIONS SOUTH PLAINS
CAREER CENTER SYSTEM**

ISSUED October 03, 2018 BY

**WORKFORCE SOLUTIONS SOUTH PLAINS
South Plains Regional Workforce Development Board
1301 Broadway, Ste. 201
Lubbock, Texas 79401
(806) 744-1987**

Proposals due: 5:00 p.m. October 22, 2018



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1. Background

The South Plains Regional Workforce Development Board dba Workforce Solutions South Plains (hereinafter, “the Board” or “Workforce Solutions”) is a 501c3 Non-profit Corporation that administers Workforce development services funded 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.

The Board’s Workforce services contractors operate five full-service Workforce Solutions Career Centers and four satellite facilities to provide employment and training services to residents of the South Plains. The facilities located in Brownfield, Lubbock, Levelland, Littlefield, Muleshoe and Plainview are leased facilities and are open to the public from 8 a.m. to 5 p.m. five (5) days a week Monday through Friday. Some of the facilities have extended hours.

2. Purpose of RFP

The Board is seeking bids for all necessary labor, supervision, materials, equipment, and supplies to satisfactorily perform janitorial services at five facilities and provide janitorial supplies only at one facility.

The facilities to be considered in this proposal and the frequency of services are listed in the table below:

	Center Location	Frequency (Visits per Week)	Square Footage
1.	Lubbock 1218 14 th Street Lubbock, Texas	5	30,400
2.	Levelland 1102 Austin Street Levelland, Texas	3	4,500
3.	Muleshoe 203 Main Street Muleshoe, Texas	3	2,000
4.	Plainview 1001 N. IH 27, Suite 228 Plainview, Texas	5	4,100
5.	Brownfield 1321B Tahoka Rd. Brownfield, Texas	(Supplies Only)	1,916

Although Workforce Solutions prefers to make a single contract award for all listed facilities, you may **submit a bid for individual facilities or for all facilities**. However, you must submit a bid by facility and not as a lump sum price for all facilities (see quote worksheet, Attachment C).

Prospective bidders are required to perform an on-site inspection of facilities prior to submitting a proposal. Please email erin.rea@spworkforce.org to schedule a walk-thru inspection no later than Monday, October 15, 2018.

3. Scope of Work

A. Services and Frequency of Services

The following information is provided to assist you in understanding the scope of services needed by Workforce Solutions for all facilities. Workforce Solutions takes pride in providing an exceptionally clean and safe environment at all times for its customers and employees and expects the janitorial service contractor to demonstrate this same pride in their work.

- a. The number of days per week that cleaning services will be required is shown on the table above.
- b. Day Porter services are required at the Lubbock Center. At approximately noon each day, the Day Porter will clean restrooms, replenish supplies, clean the breakroom area, and otherwise support the night cleaning crew.
- c. Cleaning services are not required on the ten (10) holidays identified in Appendix 1 or on days on which Career Centers are closed due to an emergency situation.
- d. Daily cleaning services performed during each visit should include:
 1. Empty all wastebaskets
 2. Clear all entryways and patios (exterior) of debris to within six feet outside of entryways.
 3. Spot clean glass doors and interior partitions.
 4. Clean restrooms.
 5. Clean door tracks.
 6. Dust mop and damp mop tile entrances, entryways and lobbies (interior).
 7. Clean all community areas (no dishes).
 8. Clean spills from carpeted areas. (Steam cleaning of extensive spotting will be completed
 9. upon request only; do not include steam cleaning in monthly bid.)
 10. Dust work areas and exposed flat surfaces
 11. Spot clean carpeted floors, vacuum as needed.
- e. Two-times weekly cleaning should include:
 1. Dust all furniture.
 2. Remove all finger marks from furniture, fixtures, ledges and sills.
 3. Sweep exterior stairs and loading platforms.
 4. Wet-mop, as needed.
- f. Weekly cleaning should include:
 1. Remove all finger marks and smudges from doors, door jambs, and light switches.
 2. Damp mop and spray buff all tile floors.
- g. Monthly cleaning should include:
 1. Clean and sanitize all restroom partitions.
 2. Clean all desk tops that have had personal items removed.
 3. Dust or vacuum all high (over 6 feet) furniture, fixtures, ledges and sills.
 4. Dust and vacuum door casings, fire alarm bells, partitions and wood paneling.
 5. Polish all stainless steel, chrome and brass fixtures.
 6. Dust venetian blinds.
 7. Pre-spot and shampoo soiled carpeting.

8. Clean exterior windows.
9. Spray buff all vestibules, lobbies, corridors and conference rooms.
10. Soiled floors are to be scrubbed with buffing machine and neutral cleaner.
11. Wash baseboards.

h. Quarterly cleaning should include:

1. Dust all paneled wall surfaces.
2. Clean and sanitize all trash containers.

i. Semi-Annual cleaning should include:

1. Clean and sanitize all restroom walls from floor to ceiling.

j. Annual cleaning should include:

1. Strip and refinish all tile floors.

B. Cleaning Standards

Clean surfaces shall be clean and free from all streaks, dirt, grease and film including embedded dirt and grease. All small and narrow openings shall be cleaned to the same degree as other surfaces. Surfaces shall be dried and left clean. **Cleaners and polishes shall be appropriate to the surface being cleaned as per manufacturer's instructions.**

C. Staffing

The Contractor shall provide adequate personnel, trained in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated.

1. The Contractor will provide adequate field supervision of janitorial staff. Proposals submitted should include a description of the methods to be used to ensure service quality.
2. The selected Contractor's employees shall be neat and clean in appearance and **shall wear identification** that clearly identifies them as an employee of the Contractor.

D. Supplies

1. The Contractor will furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service. The Contractor will also supply all consumable supplies for restrooms.
2. The Contractor will supply plastic bags and liners for waste receptacles.
3. The Contractor will provide all replacement light bulbs and replace non-working bulbs as needed throughout Center facilities.
4. The Contractor will provide all necessary cleaning equipment needed for the performance of the work of this contract. Such equipment shall be of the size and type customarily used in work of this kind.
5. The Contractor will post Material Safety Data Sheets (MSDS) for all hazardous chemicals used or stored in the buildings.
6. The Contractor should also:
 - (a) break down any cardboard boxes generated by supplies, materials, or equipment used by the Contractor as well as Workforce Solutions supplied consumables and place in the dumpster area.
 - (b) report vandalism and/or damage of Workforce Solutions' property to the Center Director immediately upon discovery.

(c) inform Contractor's employees that:

- Workforce Solutions computers or other equipment including all phones, faxes and copiers shall not be used by the Contractor or the Contractor's employees.
- No smoking is allowed in Center facilities at any time.
- Coffee makers or other appliances should be turned off if left on and noticed by custodian(s).
- Computers, copies and other electronic equipment should not be disturbed, turned off or on.

E. Security and Safeguards

1. Keys or alarm codes to various areas of the facilities will be made accessible to the Contractor. All costs accrued by Workforce Solutions in reinstating facility security occasioned by loss of facility keys or alarm codes due to the Contractor's and/or its employees' negligence will be billed to the Contractor.

2. The Contractor is responsible for ensuring that, upon completion of activities each day, all entries to offices and to buildings are secured prior to departure. All lights, except any required to be left on, should be turned off prior to leaving the building.

3. The Contractor must take reasonable precautions to ensure that Workforce Solutions property and equipment is protected from damage, loss, unreasonable deterioration and theft during the performance of services.

4. The Contractor must take reasonable precautions to ensure that personally identifiable information (PII), if found unsecured, is secured and reported to the Director of Operations at the emergency number provided.

4. The Contractor will be expected to maintain general liability insurance and a fidelity bond in an amount to adequately protect Workforce Solutions interests. Bids should include a statement as to amount of insurance maintained.

5. The Contractor shall ensure that only their properly identified employees are permitted on the premises during the performance of daily duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.

- No visitors are permitted within the perimeter of the buildings under contract.
- No unauthorized personnel are to accompany the contractor's employees to work.
- Those buildings cleaned after 5:00 p.m. are to be locked unless otherwise specified.
- No unauthorized use of state telephone except emergency cases.
- All alarm problems shall be reported to the Director of Operations at the emergency number to be provided to the Contractor.
- All suspicious persons and situations (i.e., suspicious packages, safety-related emergencies, etc.) shall be reported to Police by calling 911.

6. Contractor must sign the Drug-free Workplace Certification and perform regular monitoring to ensure that the policy is strictly adhered to by all staff.

F. Optional Work Crews

Bidders may include a quote for optional services they are able to provide in addition to the janitorial services. The Board occasionally needs specialty crews to provide carpet, upholstery, or work station fabric panel steam cleaning or shampooing; washing interior and exterior upper windows and frames; washing window blinds, or other tasks outside of the scope of regularly scheduled janitorial services. If you can provide these services, include information and your quote on the attached quote sheet, Attachment C.

G. Complaints and Requests

When possible, complaints made to the contractor will be corrected the same day. If the situation poses a health hazard, the contractor or a designee shall be available during normal duty hours within one (1) hour to meet at the job site with the Director of Operations or designee to discuss problem areas. After normal duty hours, the manager or alternate shall be available within two (2) hours.

4. Funding

Funds for the maintenance and operation of Workforce Centers are received from the Texas Workforce Commission from State and Federal funds.

5. Contracting

A. In general, services to be provided **by the Board** for purposes of a contract or contracts resulting from this procurement include:

- ✓ Processing expenditure reports and reimbursing contractor(s) for allowable expenditures;
- ✓ Oversight and monitoring of services;
- ✓ Contract administration;
- ✓ Providing training and technical assistance to Contractor's staff in security protocols and procedures;
- ✓ Providing utilities including electrical power at existing power outlets for the Contractor's use to operate equipment as is necessary in the conduct of the required work and including hot and cold water as necessary.
- ✓ Providing storage for the Contractor to store necessary supplies, materials and equipment.

B. Only the Director of Operations will have authority to make changes or additions to the contracted items. Changes or additions made by anyone other than Workforce Solutions authorized personnel will not be accepted or paid for by Workforce Solutions.

C. The Board will use a firm fixed-price contract. The actual amount of a contract award will be based on the proposed budget, availability of funds, and the standards for the use of public funds (i.e. all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories). Award will be made to the bidder or offeror whose bid or offer is responsive to this solicitation and is most advantageous to the Board, price, quality and other factors considered.

D. This contract will be for a period of one year, beginning November 1, 2018 and ending October 31, 2019, with options to renew for an additional two years based on contractor performance.

E. The Board may expand the scope of the contract to include related requirements that the Board deems necessary and appropriate. Changes to the scope of work and/or resultant contract(s) shall be subject to the availability of funds, successful contract negotiations, applicable procurement standards, and the laws, rules, regulations and policies governing the services funded under this RFP.

F. The Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by the Board from the Texas Workforce Commission or other funding sources or due to legislative changes.

G. It is the Board's intent to award only one contract for cleaning services. However, the Board reserves the right to award more than one contract for any combination of services as necessary to obtain the best value for the State.

H. The governing provisions and limitations included as Appendix 2 and administrative requirements and procedures included as Appendix 3 will apply to any contractual relationship resulting from this RFP.

6. Proposal Deadline

All proposals must be received and recorded by the Board no later than 5:00 p.m. (CDST) on October 22, 2018. Official receipt of proposals submitted will be by entry on a proposal receipt log. A receipt form will be issued upon request. Bidders who mail a proposal will be sent a copy of the receipt form upon request.

Proposals may be hand-delivered between 8:00 a.m. and 5:00 p.m. Monday through Friday or mailed to the following address:

Workforce Solutions South Plains

1301 Broadway, Ste 201

Lubbock, Texas 79401

Attn: Erin Rea

(806) 744-1987

Proposals submitted by mail, courier or overnight mail services must be received at the above address by the deadline (regardless of postmark or date shipped).

Please do not e-mail or fax your proposals. E-mailed or faxed proposals will not be accepted.

Proposals received after the due date and time will not be accepted or considered under this procurement. No exceptions will be made to this requirement for any reason. The timely delivery of proposals is the sole responsibility of the bidder.

Any modifications or amendments to a proposal must also comply with the above requirements and response deadline. A bidder may withdraw a proposal at any time during the procurement process by submitting a written request to Erin Rea, Director of Strategic Planning and Procurement, 1301 Broadway, Ste 201, Lubbock, Texas 79401.

7. Procurement Timeline

A copy of the RFP can be obtained beginning October 3, 2018 by contacting erin.rea@spworkforce.org. The RFP will be e-mailed to prospective bidders or may be picked up in person at the above address from 8:00 a.m. - 5:00 p.m., Monday through Friday (except for holidays), downloaded from the Board's website at <http://workforcesouthplains.org/doing-business-with-us/current-open-procurements/>

A tentative procurement timeline is presented below. The dates may be changed at the Board's discretion if necessary. Prospective bidders will be informed of changes via the Board's website at <http://workforcesouthplains.org/doing-business-with-us/current-open-procurements/>

Activity	Due Date
Proposal Due Date	5:00 p.m., October 22, 2018
Proposal Review	October 22 - October 24, 2018
Contract Negotiations Begin	October 25, 2018
Contract Award	October 30, 2018
Contract Start Date	November 1, 2018

Questions will be accepted only in writing until 5:00 p.m. October 15, 2018. All questions will be answered as expeditiously as possible and responses posted on the Board website at

<http://workforcesouthplains.org/doing-business-with-us/current-open-procurements/>. All questions should be addressed to erin.rea@spworkforce.org.

Other than as specified above, all members of the Board of Directors, Board staff, authorized representatives or agents of the Board are precluded from entertaining or answering questions concerning this RFP or the procurement process. Other than written questions submitted to the Board prior to the deadline, potential bidders are prohibited from making any contact with Board staff or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending bidder.

8. Proposal Evaluation:

Proposals will be scored based on the criteria and weights listed below. The criteria are a guideline for proposers and reviewers; however, the final decision for contract award rests solely with the Board. The Board is not required to contract with the entity receiving the highest score as a result of the proposal review process. Proposals that do not meet minimum standards will be considered non-responsive.

Minimum Standards:

1. The proposal must be received by 5:00 p.m., October 22, 2018 by mail or hand-delivery.
2. The proposal must comply with the proposal formatting guidelines described in Appendix 2, paragraph 3.A-F.
3. Proposers must be eligible entities as described in Appendix 2 paragraph 4.A., "Eligible Proposers."
4. The proposal and all certifications and forms requiring signatures must be signed by the proposer's authorized signatory authority.

Evaluation Process and Criteria to be used for Contractor Selection:

1. An initial review is conducted to determine if the proposal meets minimum standards and can be considered responsive to the RFP. Proposals must be received on time and must include all required documents with original signatures.
2. All responsive proposals are then evaluated and scored by a committee of board staff. Proposals will be evaluated on specific areas by all reviewers using the same standardized instrument.
3. The primary consideration in selecting a contractor to deliver services will be the effectiveness of the organization in delivering such services based on demonstrated performance. The following criteria will be used to select a service provider.

Criteria	Points
1. Experience, skills and qualifications of the provider. The selected provider must have adequate satisfactory record of past performance in same or related activities as evidenced by at least three professional recommendations from reliable sources.	40
2. Preference will be given for the use of products and services that conserve natural resources and protect the environment and are energy efficient.	3
3. Preference will be given to small and minority-owned businesses that provide verification of current status as Historically Underutilized Businesses (HUB).	4
4. Preference will be given for the use of products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA) (40 CFR parts 247-254) if such purchases are identified in the proposal.	3
5. The selected provider must have adequate financial resources to achieve contract performance requirements as evidenced by documentation of current financial status, insurance and bonds held.	20
6. The costs for services must be reasonable and in line with our history of costs for this type service.	30
	100

9. Proposal Documents: Proposals should include the following information to be considered responsive to this RFP.

Service Delivery

- A. Provide a description of your business or organization. Discuss available staff resources, strategy and timeline for startup of services, and service call response times.
- B. Provide a resume presenting a brief resume for the individual who will serve as general manager, outlining his or her experience and skills.
- C. List key individuals who will work on the project along with a short description of the nature of their effort or contribution.
- D. If applicable, describe the relationship between this project and other work planned, anticipated, or underway that is funded by State or Federal funds, if any.

Budget: To be considered, proposals must include a Budget which includes a completed Budget Worksheet included as Attachment C.

Financial and Organizational Stability:

- A. If an audit has been conducted, attach to your proposal a copy of the audit report for your agency for the latest two full years. Also attach a financial statement covering the most recent unaudited period. If your organization has not been audited, provide last two years of income tax returns filed.
- B. Provide a certificate of General Liability Insurance, or evidence that your firm is insurable, in an amount no less than \$200,000. Actual proof of insurance is not required until such time as a contract is awarded.
- C. Provide proof of fidelity bonding against loss in the amount no less than \$25,000 or evidence that your firm is bondable. Actual proof of bonding is not required until such time as a contract is awarded.
- D. Sign and date the certifications included as Attachment D and include in your proposal.

Demonstrated Performance

Provide a narrative evidencing effective and successful prior experience. Describe your success in meeting and exceeding contractual obligations in other projects or contracts, including specifics regarding the project size and scope and any additional information you think will be relevant in evaluating your prior performance. Address your ability to successfully manage and implement projects similar in nature and scope.

References

Identify a minimum of three contacts from three organizations for which you have provided similar services in the past three years who can attest to your satisfactory performance. Include the telephone number, mailing address and e-mail address for the individual. If you do not have three references, please provide an explanation.

Appendix 1
Workforce Solutions Holidays

The following information is provided for planning purposes only and is subject to change.

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Friday following Thanksgiving Day
10. Christmas Day
11. December 26

Appendix 2

Governing Provisions and Limitations

1. Performance Standards:

- A. Corrective Action: Contractors performing at or below the contracted level will be subject to corrective actions including delay, suspension or denial of contracted payments or contract cancellation or termination.
- B. Contractor performance includes but is not limited to meeting all general program requirements and requirements outlined in an approved statement of work. Contractors agree that lack of compliance may constitute grounds to reduce Contractor's payment level and budget.

2. Procurement Standards

- A. This procurement is conducted in compliance with OMB Circular A-110, as applicable, and the provisions of applicable Federal law or Executive Orders, as well as applicable state laws, rules, regulations and policies governing procurement. Solicitation under this RFP is intended to ensure that services are obtained efficiently, economically, and provide for complete, free and open competition in the selection of service providers.
- B. Under Texas Government Code sec. 552.003, the Board is subject to the Texas Public Information Act and the information provided in response to this Request for Proposals will be made accessible to the public. If a proposer believes that any information contained in its proposal qualifies for an exception to the Public Information Act, the proposer must indicate in the proposal which information should be excepted from the Act and the grounds for the exception. If there is a request for this information under the Public Information Act, the Board will make a good faith effort to inform the proposer of the request for access to the information.

3. Proposal Requirements

- A. The proposal should be typed, single spaced, and submitted on 8 1/2 x 11 inch plain white paper in 12-point font. Leave at least a 1" margin on all sides. Pages should be numbered and include the name of the bidder in the footer of each page. Proposals must contain all required elements in the order prescribed in Attachment A, entitled, Proposal Submission Checklist. Proposals that do not conform to this requirement may be considered non-responsive and may not be considered.
- B. The proposal must be no more than 15 pages, including the required attachments. Pages in excess of the 15 page limit will not be reviewed.
- C. Bidders must submit one (1) complete original, with all executed certifications and authorized signatures, plus one (1) exact copy. Please do not place in a binder. Financial information must accompany the original proposal only. The original proposals must be clearly marked "Original" on the Cover Sheet and bear original signatures. Any differences between the original and the copies are at the liability of the bidder.
- D. Proposers must conduct an on-site inspection of facilities to be maintained no later than October 19, 2018.
- E. Proposers should provide contact information for the individual(s) who are knowledgeable regarding the proposal and authorized to respond to questions. Information should be provided on the cover sheet included here as Attachment A.
- F. All proposals become the property of the Board.

4. Qualifications for Proposers

- A. Eligible Proposers: Eligible organizations include public entities, community-based organizations, faith-based organizations, non-profit organizations, private-for-profit corporations, and other qualified providers are invited to respond to this request.
- B. Under Texas House Bill 1863 and the Texas Government Code, the Board is prohibited from entering into a contract for Workforce services with any entity that provides Workforce education or Workforce training services. The Board is also prohibited from awarding a contract to a party excluded from federal procurement or non-procurement programs by the U .S. General Services Administration or any entity

that has outstanding Unemployment Insurance overpayment balance payable to the State of Texas or any for-profit corporation that is delinquent in its franchise tax payments to the State of Texas.

- C. Private non-profit organizations and agencies of state or local government responding to this RFP must include the following: 1) a resolution from the bidder's governing body or board authorizing the submission of a proposal; and 2) a letter of transmittal from the chief executive officer of the bidder's organization. Private for-profit corporations submitting a proposal must include a statement signed by an authorized representative of the corporation authorizing submission of a proposal.
- D. Proposer Competency: Proposers will be asked to provide evidence that they are legally organized and authorized to do business in the State of Texas. The successful proposer must have the technical competence and management and administrative skills to accomplish the work of this RFP and will be expected to meet high standards of customer service and performance.
- E. Authorized Signatory Authority: The proposer's authorized signatory authority must sign all signature documents in the proposal. This individual should typically be the owner, director, president or chief executive officer of the organization or any individual who has the authority to negotiate and enter into and sign contracts on behalf of the proposer.
- F. Subcontracting: Subcontracting is not allowed for this procurement.
- G. Partnerships/Consortia: Proposals from partnerships and consortia are not allowed.

4. Debriefings and Appeals:

- A. The Board is the responsible authority for handling complaints or protests regarding the proposal review and selection process. This includes, but is not limited to, disputes, claims, protests of award or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of law shall be referred to such authority, as may have proper jurisdiction.
- B. Once the Workforce Solutions Board of Directors has agreed upon selection(s), all bidders will be notified in writing of the results within ten (10) working days of the decision.
- C. Any unsuccessful bidder has the option to protest the procurement decision. Complaints or protests must be submitted in writing by registered mail to Hearing Officer, Workforce Solutions South Plains, 1301 Broadway, Ste. 201, Lubbock, Texas 79401. A clear statement of the complaint or protest and the reason(s) or grounds must be made. Protests must be received by the Board within 14 (14) calendar days of the bidder's receipt of the notification of non-selection. An acknowledgment of receipt of the protest will be provided to the protestor along with specific instructions and dates for the protest process.
- D. The protesting party is first given an opportunity for an informal review of the evaluation, ranking and selection process with the Board staff. This review is designed to allow the protesting party an opportunity to examine documentation related to the procurement, understand the reasons for their particular evaluation score, provide them with information that may allow them to prepare a more successful response in future solicitations. The objective of this informal review is to provide an opportunity for resolution and avoid, if possible, the need for a formal hearing.
- E. If after the informal review, the protesting party is not satisfied, a formal hearing will be scheduled. Hearings shall be conducted within thirty (30) days of the filing of a protest and decisions shall be made not later than sixty (60) days after such filing. Except for complaints alleging fraud or criminal activity, complaints shall be made within one year of the alleged occurrence.
- F. Bidders not selected for award of a contract may receive a debriefing to determine the reasons for non-selection if the debriefing is requested in writing to the contact person for this procurement, and the request is made within thirty (30) days of the date the notice of non-selection is postmarked.

5. Other Governing Provisions and Limitations

- A. 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.

- B. Contracts resulting from this procurement will include a provision requiring compliance with E.O. 11246 which prohibits discrimination in employment decisions on the basis of race, color, religion, sex, or national origin.
- C. Contracts resulting from this procurement will include a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- D. The only purpose of this RFP is to ensure uniform information in the solicitation of proposals for the procurement of services. This RFP is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the Board.
- E. The Board reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
- F. The Board reserves the right to award a contract(s) for any services solicited in this RFP in any quantity the Board determines is in its best interests and to extend, shorten, increase or decrease any contract awarded as a result of this RFP.
- G. The Board reserves the right to contact any individual, agency, employer or granting agencies listed in a proposal, contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all bidders to obtain clarification of or explanation for any aspect of a response to this RFP
- H. The Board reserves the right to waive any defect in this procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. The Board will provide notifications of any changes in this RFP by posting such notices on the Board's website at <http://www.spworkforce.org/procurement-and-vending/current-open-procurement-list/>.
- I. The Board reserves the right to negotiate the final terms of any and all contracts or agreements with selected bidders and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the Board.
- J. The Board reserves the right to conduct on-site reviews of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding under this RFP. This may occur either before or after the award of a contract or agreement. Any misrepresentation of the bidder's ability to perform as stated in the RFP response may result in the cancellation of any contract or agreement awarded.
- K. 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 without incurring potential liability for losses suffered as a result.
- L. The contents of a successful proposal may become a contractual obligation if selected for the award of a contract. Failure of a bidder to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful bidders 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 proposer's failure to contract with may be recovered from the proposer.
- M. Proposers 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 affect on this procurement.

- N. Proposers 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 affect on this procurement.
- O. 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.
- P. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a bidder's proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.

Appendix 3
Administrative Requirements and Procedures

XVI. Administrative Requirements and Procedures

- A. Contractors must maintain at least \$200,000 in General Liability Insurance and at least a \$25,000 Fidelity Bond. If a contractor warrants that it is self-insured, for instance in the case of a State Agency, then the contractor must be able to pay any obligation that incurs under the terms of a contract resulting from this RFP, including any liability, which may arise from performance under a contract.
- B. Contractors will be required to retain all records for a minimum of three years past the date upon which the Board accepts a grant/contract closeout.
- C. Contractors may request payment monthly by completing a Contractor Expenditure Report on the form to be provided and submitting an invoice accompanied by an interim report of progress. Payment will be made within 10 business days.
- D. Contractors must agree to comply with TWC and the Board's policies, directives, marketing guidelines and plans, including the Board's Fraud Plan, policies and procedures.

**Attachment A
Proposal Submission Checklist**

Document	Check if included
Proposal Cover Sheet (See Attachment B)	
Proposal Narrative	
Budget Worksheet (See Attachment C)	
Professional References	
Audit, Unaudited Financial Statements, or Income Tax Returns (last two years)	
Insurance Certificates or evidence of Insurability	
• General Liability	
• Surety Bond	
Certifications (See Attachment D)	

**Attachment B
Cover Sheet**

Name of Proposing Organization (Include legal name of parent company, if applicable)	
Name of Parent Company CEO	
Mailing Address and Physical Address (if different)	
Telephone Number	
Fax Number	
E-mail of Proposal Liaison	
Phone Number of Proposal Liaison	
Name & Title of Proposal Liaison	
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) _____
State Comptroller ID Number	
Federal Tax ID Number	
Historically Underutilized Business? (If "Yes", attach certification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount Proposed	

**Attachment C
Budget Worksheet Form**

	Center Location	Frequency (Visits per Week)	Monthly Cost
1.	Lubbock Workforce Solutions Career Center	5	
2.	Levelland Workforce Solutions Career Center	3	
3.	Muleshoe Workforce Solutions Career Center	3	
4.	Plainview Workforce Solutions Career Center	5	
5.	Brownfield Workforce Solutions Career Center	(Supplies Only)	
	Total		
	Notes:		

Attachment D
Certifications

CERTIFICATION OF OFFEROR

The Workforce Solutions South Plains Board (hereinafter, “the Board”) contracts for the operation of the Board’s regional workforce system using resources from the federal Workforce Innovation and Opportunity Act of 2013, portions of the public welfare programs under the Social Security Act, Child Care and Development Block Grant Act of 1990, and section 5082 of the Omnibus Budget Reconciliation Act of 1990, P.L. 101-508, as amended, and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. Funds originating with the United States Departments of Labor, Health and Human Services, and Agriculture are passed through the Texas Workforce Commission to the Board according to requirements of federal law. When submitting a proposal, organizations are required to assure and certify the following:

Non-discrimination and equal opportunity. As a condition to the award of financial assistance from the Board, the applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act of 2013 (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 bases 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.

The applicant also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the applicant makes to carry out the WIOA Title I-financially assisted programs or activities. The applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Environmental compliance. Applicant assures and certifies that to the extent required by law, it will comply with applicable provisions of the Clean Air Act (42 USC §7401 *et. seq.*) the Federal Water Pollution Control Act, as amended (233 USC §1251 *et. seq.*), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations at 40 CFR Part 5.

Labor Standards. Applicant agrees and certifies that it will comply with applicable provisions of the Davis-Bacon Act (40 U.S.C. 276a- 276a-7), the Copeland Act (40 U.S.C. 276c), and the Contract Work Hours and safety Standards Act (40 U.S.C. 327-332), as set forth in Department of Labor Regulations at 20 CFR 5.5a.

Texas Family Code. Applicant certifies that the individual or organization submitting the proposal is not ineligible, pursuant to Texas Family Code §231.006, to receive the specified payment and acknowledges that if the certification is inaccurate, no contract will be made with Applicant.

Unfair business practices. Applicant 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 Applicant further certifies and assures that no officer of the Applicant 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.

Criminal Convictions. Applicant certifies that it will disclose to the Board and any applicable federal or state agencies the name of any person who has an ownership or control interest in or is an agent or managing employee of the Applicant who has been convicted of a criminal offense related to the person's involvement in any program under Title XVIII, SIX, or SS of the Social Security Act since the inception of these programs.

Identity Change. Applicant certifies that it will notify the Board immediately in the event of any significant change affecting the Applicant and Applicant's identity, such as ownership or control, name change, governing board membership and vendor identification number.

Immigration Reform and Control Act. Applicant 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.

I hereby certify that the information contained in this proposal and all attachments is 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, board member, or agent of the Workforce Solutions South Plains Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the Request for Proposal Sections **I.F. State and Federal Governing Authority and II.I. Contract Terms and Related Contract Provisions** and that this organization will comply with all pertinent regulations, board policies, and other applicable local, state and federal regulations and directives in the implementation of these programs in the event of an award.

Any exceptions taken to the assurances and certifications as set forth in this document must be identified in detail and accompany your organization proposal response. Any exception not identified and accompanying your proposal response will not be considered if later presented. Workforce Solutions South Plains will not be bound by any oral statement or representation contrary to the RFP except for changes or addenda that are issued in writing as part of the RFP or resulting contract.

This proposal is a firm offer for a minimum of 90 days.

I, _____ (typed name), certify that I am the _____ (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as an Offeror and Respondent herein and that I am legally authorized to sign this proposal and submit it to the Workforce Solutions South Plains on behalf of said organization by authority of its governing body.

Typed name of person authorized to sign for the organization:	
Title:	
Signature:	
Typed name of authorizing Board Member:	
Title:	
Signature:	

Subscribed and sworn to before me on this _____ day of _____, 2018 in _____, (county), _____ (state).

Notary Public in and for _____ County, State of _____
_____. Commission expires: _____ SEAL

PROPOSAL LANGUAGE CHANGE CERTIFICATION

Certification

I hereby certify that the terms and conditions of this Request for Proposal and/or any of its appendices have not been altered in any way from the original document e-mailed or downloaded from the Board's website on _____ (date) including change, addition or deletion except as specifically set forth in the space provided below. I further acknowledge that any alteration described below shall not be binding until expressly approved by the Executive Director of the Workforce Solutions South Plains Board or the Executive Director's designee.

Name: _____ Date: _____

Title: _____

Company/Organization: _____

Changes, additions or deletions (please describe below):

CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY

I, _____ (typed or printed name) certify that I am the _____ (typed or printed title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as Respondent and respondent herein, and that I am legally authorized to sign and submit this proposal to the South Plains Regional Workforce Development Board on behalf of said organization by authority of its governing body.

I certify that __ (typed or printed name) who signed the Cover sheet of this proposal has the legal authority to enter into and execute a contract with the South Plains Regional Workforce Development Board to provide their services and activities authorized and detailed in this proposal. I agree to submit upon request by the South Plains Regional Workforce Development Board such information and documentation as may be necessary to verify the certification contained herein.

I further certify that the information contained in this proposal and all attachments is true and correct. I certify that no officer, employee, board member, or authorized agent of the South Plains Regional Workforce Development Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of this Request for Proposal and that this organization will comply with all applicable federal, state and local laws, rules, regulations, policies and directives in the implementation of this proposal. I certify that I have read and understand the governing provisions and limitations and administrative requirements of this Request for Proposal and will comply with all terms and conditions.

Name of Organization

Signature of Authorized Representative Date

Typed/Printed Name and Title of Authorized Representative

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

The undersigned acknowledges that he/she has read the Assurances and Certification included with this RFP and agrees to manage and operate the proposed program and services as detailed in the proposal response and in compliance with applicable federal, state and local laws, rules, regulations, policies and plans relating to the programs funding this RFP.

By signing below, your organization agrees to provide the services described and agrees to abide by all terms and conditions as specified in this RFP and in any contract resulting from an award based on the RFP. Any exceptions taken to the assurances and certifications as set forth in this document must be identified in detail and accompany your organization's proposal responses. Any exceptions not identified and accompanying your proposal response will not be considered if later presented.

Workforce Solutions Plains Board will not be bound by any oral statement or representation contrary to the RFP except for changes or addenda that are issued in writing as part of the RFP or resulting contract.

Name of Organization

Typed/Printed Name and Title of Authorized Representative

Signature of Authorized Representative Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract 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 contract 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 not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Firm

Signature of Authorized Representative/Date

Print Name and Title of Authorized Representative

CERTIFICATION REGARDING LOBBYING

This certification is required by the Federal Regulations Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

If any funds other than federal appropriated funds have been 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 this 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.

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

Name of Organization

Signature of Authorized Representative Date

Print Name and Title of Authorized Representative

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Applicant/Contractor certifies that it will provide a drug free work place by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the contractor's work place and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the work place;
 - 2. The contractor's policy of maintaining a drug free work place;
 - 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 contract 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 contract, the employee will:
 - 1. Abide by the terms of the statement, and
 - 2. Notify the employer of any criminal drug statutes conviction for a violation occurring in the work place no later than five working days after such conviction.
- E. Notifying the South Plains Workforce Board within 5 days of receipt of notice from employee, under subparagraph D.2.
- F. Taking one of the following actions, within 30 days of receipt of 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; or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug free work place through implementation of paragraphs A, B, C, D, E, and F.

1. Certification is a precondition of receiving a new contract after July 1, 1990.
2. This policy does not require drug testing.
3. Costs incurred to comply with the requirements of this policy are allowable costs under the contract.
4. Contractors are not required to pay for rehabilitation programs for employees.
5. The requirements of this policy must be in place and certification must be made to the Capital Area Workforce Board at the time that the contract is executed.
6. Alcohol is not covered by this policy.

Contractor will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the contractor's premises or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with the policy.

Signature Date

Typed Name and Title

Organization

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this proposal, Proposer covenants and affirms that:

No manager, employee or paid consultant of the proposer is a member of the Workforce Solutions South Plains Board;

No manager or paid consultant of the proposer is a spouse to a member of the policy board, the chairman or a manager of the South Plains Workforce Development Board;

No member of the policy board, the president or an employee of the South Plains Workforce Development Board owns or controls more than 10 percent in the proposer;

No spouse of a member of the policy board, president or employee of the Workforce South Plains Workforce Development Board is a manager or paid consultant of the proposer;

No member of the policy board, president or employee of the South Plains Workforce Development Board receives compensation from proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;

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

Should proposer fail to abide by the forgoing covenants and affirmations regarding conflict of interest, proposer shall not be entitled to recovery of any costs or expenses incurred in relation to any contract with the South Plains Workforce Development Board and shall immediately refund to the South Plains Workforce Development Board any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by the South Plains Workforce Development Board relating to that contract.

Name of Organization Submitting Proposal: _____

Name and Title of Authorized Signatory: _____

Signature: _____ Date: _____

CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

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. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

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

Indicate the certification that applies to your subcontracting entity:

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

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

Name of Business: _____

Type of Business (if not corporation): Sole proprietor _____; Partnership _____; Other _____

IRS Tax Number: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

**CERTIFICATE OF COMPLIANCE WITH TEXAS FAMILY CODE 231.006 REGARDING
PAYMENT OF CHILD SUPPORT**

Pursuant to 231.006, Texas Family Code, a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent is not eligible to receive payments from state funds under a contract to provide property, materials or services.

The undersigned authorized representative of the respondent hereby certifies that the individual or business entity named in the proposal is not ineligible to receive payments based on Texas Family Code 231.006 and acknowledges that a contract may be terminated and payment may be withheld if this certification is not true and accurate.

Signature Date

Typed Name and Title of Authorized Signatory

Organization

STATE ASSESSMENT CERTIFICATION

Offerors must certify that they are current in all Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas. Proposers must also certify that they have not outstanding Unemployment Insurance overpayment balances due to the State of Texas.

The undersigned authorized representative of the proposer certifies that the following statements are true and correct and that the undersigned understands that making a false statement will prevent Workforce Solutions South Plains from contracting with the organization.

The corporation certifies, by checking the boxes below, that:

It is current in Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Authorized Signatory

Name of Offeror's Organization

Typed Name & Title

Date

AT }

Authorized Signatory

Name of Offeror's Organization

Typed Name & Title

Date