



**REQUEST FOR INFORMATION
FOR**

RAPID RETRAINING

**Release Date: Monday November 2, 2020 by Noon (CST)
Response Due: Ongoing Until Closed by WFS**

**Workforce Solutions
Capital Area
9001 N. IH 35, Suite 110E
Austin, Texas 78753
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Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice)

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SECTION I – GENERAL INFORMATION

• BACKGROUND

In 2017, the Workforce Solutions Board of Directors adopted the [Community Workforce Plan](#) to identify 10,000 local people in poverty, assist with impactful training and supportive services and then help place them in jobs paying 200% of poverty or above. Through this approach, Workforce Solutions has worked with multiple community partners to improve local awareness of quality job opportunities, tracked and increased training enrollment, job placement and upskilling.

Beginning in March 2020, the economic impact of COVID-19 on area job creation was dramatic. More than 130,000 people in Central Texas filed for unemployment and pandemic assistance within only a few weeks. Workforce Solutions has experience implementing a training and support model. Last week, the City of Austin and Travis County approved Phase 1 funds so that Workforce Solutions can begin initial scaling.

Our Phase 1 goal is to rapidly train, retrain and support 250+ jobless residents so that they can enter jobs paying 200% of poverty and above. Travis County has utilized CARES Act taxpayer funds for this project which must be expended by December 30, 2020. The City of Austin has committed taxpayer funds for a longer interval. If we demonstrate early success, Workforce Solutions is hopeful to return to our funding partners with the ability to rapidly scale the approach to help many more Travis County and City of Austin residents who need rapid training and retraining in these challenging economic times. Phase 2 funding is not guaranteed.

Workforce Solutions intends that requested, high quality, no cost, safe training will result in jobs which pay at least \$35,000 - \$45,000+ per year after training completion. Workforce Solutions has also designed and will resource a complementary wrap-around, customized services approach which will provide those enrolled and attending designated training sequences the following:

- A stipend over and above Texas unemployment + Lost Wages Assistance (if eligible) so that lower-income individuals can earn more while they retrain;
- Transportation, if needed;
- Childcare, if needed within budgetary limitations;
- Digital inclusion (laptop, device, broadband access, etc); and

Career Navigation & Job Placement support

• PURPOSE OF REQUEST FOR INFORMATION (RFI)

The digitization of the workplace has been happening in Travis County for decades. Our research clearly demonstrates that too few lower-income Austin and Travis County residents have had the time and/or childcare, transportation, technology and academic supports to enroll in the type of full-day or rapid training programs which can prepare them for jobs paying 200% of poverty and above. To compound matters, Travis County residents – especially those in face-to-face employment sectors such as accommodations, food and beverage, entertainment and traditional retail – have experienced wrenching and steep economic challenges since the onset of COVID-19. In particular, residents who are younger, Black, and/or Hispanic have disproportionately been affected by job loss, with a longer recovery projected by many economists.

Thanks to Travis County Commissioners Court and Austin City Council, Workforce Solutions has secured initial funds to establish a marketing and technology infrastructure to communicate with area jobless, solicit their engagement in rapid training, and to provide more closely knit training, support and financial support for 250 or more lower-income residents to transition into higher paying, growing industry and business sector jobs.

The purpose of these training funds is to fine-tune and improve the training component to our overall approach so we can potentially scale rapidly should further federal, state or local funds become available. Training eligibility in Phase 1 is:

- 18 years or older
- Jobless or no more than part-time employment at time of application due to COVID
- City of Austin or Travis County resident
- Priority to a resident who is below 200% of poverty level

In Phase 1, Workforce Solutions seeks to develop a list of eligible training providers who can work in a multi-service, team-based approach to support cohorts of no fewer than 15 eligible residents who can provide rapid, safe, high quality training sequences for on average 12 weeks aligned to employer expectations for local jobs in growing industries.

- \$25,000 (Tier 1) or
- preferred \$35,000 (Tier 2) or
- strongly preferred \$45,000 (Tier 3)

Workforce Solutions will put a priority in Phase 1 on funding Tier 2 and Tier 3 training sequences which lead to employment immediately paying \$35,000 - \$45,000+.

Training programs must have a completion date of no later than September 30, 2021. Because of criticality of rapid starts to training, we will provide greatest preference to training programs which start on/around November 1, secondary preference to those who start on/around December 1, 2020 and will prepare completers to enter jobs paying at Tier 2 or 3 levels. To be considered for approval, we are seeking 4 or 5-day a week, six to ten hours of training per day for generally no longer than 4 months.

- **GENERAL INFORMATION**

For purposes of this RFI, the words “Bidder”, “Proposer,” “Provider”, “Applicant,” and “Respondent” are interchangeable and refer to an entity submitting a proposal in response to this RFI.

The words “Workforce”, “Workforce Solutions Capital Area”, “Board”, and “WFS” are interchangeable and refer to the Workforce Solutions Capital Area Workforce Board, the issuer of this RFI.

- **PROCUREMENT STANDARD**

It is the policy of Capital Area to conduct procurement in a manner that provides for full and open competition. Award(s) may be made to an organization(s) possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract. The services solicited under this RFI are procured under the Professional and Consulting Services Method outlined in Chapter 14 of the TWC Financial Manual for Grants and Contracts (FMGC).

- **ELIGIBLE RESPONDENTS**

Eligible Providers of activities may include post-secondary educational institutions; proprietary schools; pre-apprenticeship programs; and other public, private non-profit, and private for-profit entities. Entities subject to the Texas Proprietary School Laws must comply with those laws to be eligible.

- **TERMS OF AGREEMENT**

Selected Respondent(s) may enter into a rapid retraining services agreement. Once this agreement is executed, selected Respondents will become eligible for individual referrals of grant-funded participants. Selected Respondent(s) will also be asked to assist in identifying eligible individuals for training enrollment. Execution of an agreement does not guarantee the referral of participants.

Contracts resulting from this Request for Information will remain in effect until September 30, 2021 or until resources are expended. Such contracts may be renewed for up to four additional one-year periods without further procurement based on acceptable performance and agreement by both parties. Payment will be based on a Provider's proposed fixed unit rate and related expenses as agreed upon by contract, unless revisited subsequently with mutually agreed amendment(s).

The agreement(s) resulting from this procurement will specify payment for tuition charges and entrance fees that are:

- Consistent with or lower than the educational institution's catalog price,
- Consistent with terms offered by the educational institution's catalog terms,
- necessary to receive specific training,
- consistent with or lower than that charged to the general public to receive the same training, and
- for training of grant-funded participants properly referred under the agreement.

- **SELECTION**

A response to the RFI does not commit Workforce Solutions to the award of an agreement or to pay any costs incurred in responding to the RFI or to refer for services. Workforce Solutions reserves the right to accept or reject any or all quotations received, to negotiate with all qualified sources, or to cancel the RFI in whole or in part, if it is in the best interests of Workforce Solutions. Workforce Solutions expects to negotiate contracts with several training Providers.

SECTION II – PROPOSAL NARRATIVE

• INSTRUCTIONS

Please prepare responses to each section in the same order as shown below. To be considered, proposals must be allowable and suitable as determined by Workforce Solutions. All information provided shall be considered public information. Information is subject to independent verification or on-site review. Please answer each question. In your response, please include in bold the questions the answer is in response to. Responses should be limited to no more than 10 pages. Respondents will be selected based on the following criteria:

1. Demonstrated Experience and Organizational Capability

15 Points

The provider is capable and suitable to conduct high-quality, rapid, safe training for Travis County and City of Austin residents, to work as a team with Workforce Solutions and social service Providers and has demonstrated its ability to develop and conduct training. This should include:

- A brief background on your organization
- Interest in working as a team with Workforce Solutions to meet the needs of the individual, to include on childcare, transportation, learning technology and academic support in a rapid, safe, high-quality training format.
- Ability/capability to receive electronic referral and enrollment documents;
- Describe your ability to link promotion of this opportunity to your existing student outreach. Please describe.
- Because we are focused on training residents quickly, the total number of days between application and orientation, if enrollee accepted.
- Maximum number of days between orientation and enrollment.
- How many individuals are able to be accommodated in a cohort?
- Provide information on the total number of students who were enrolled and trained for the past two years or inception of program for each training program. How many individuals completed? If available, how many individuals entered employment upon completion of training? If available, what is the average hourly wage of individuals entering employment after completion of training?
- If you offer a pre-apprenticeship program, how many individuals entered into an apprenticeship program in the last 2 years?
- List the occupation or occupational pathway that your training prepares workers for. Please see the Target Occupation List (Attachment A) of this document.
- Interest and agreement to enter into a data-sharing and reporting agreement with Workforce Solutions in line with the Community Workforce Plan (<http://www.wfscapitalarea.com/MasterCommunityWorkforcePlan>), to share in .xls format, your training program(s):
 - Application requirements,
 - Application Deadlines,
 - Enrollment,
 - Enrollment eligibility,
 - Academic pre-requisites,
 - Enrollee demographics and previous education,
 - Enrollee daily attendance,
 - Job placement for clients who have completed the program

2. Proposed Rapid, Safe, High-Quality Training

55 Points per Training Program

Respondent training programs will receive highest consideration if they can provide Tier 3 Training which meets the criteria below.

Response should include the following:

- For each training program:
 - Identify when you can begin to offer the training programs
 - Identify the organization(s) that provides approval/accreditation of the training for your institution, if applicable. List accreditations.
 - List any certificates issued to training program completers.
 - Describe the minimum qualifications that an instructor must possess to teach each of the proposed course(s).
 - Delivery method, in line with precautions to prevent the spread of COVID-19
 - Method of determining daily attendance,
 - Method of determining and reporting weekly learning,
 - Your institution's policy on dropouts and refunds,
 - COVID-safety protocol,
 - Hours per day of daily training,
 - Length of training to achieve completion,
 - How training aligns with employer expectations
 - Entry level wage anticipated for training completion (appropriate and consistent with the needs of employers in Travis County and Central Texas) and source of data for this response.
- Describe existing relationships your programs have with employers who may hire clients who have completed the training course.
- Include a description of your agency's monitoring and/or self-evaluation procedures that describe evaluation methods to ensure program quality.
- Are your training facilities and programs fully accessible under the requirements of Americans with Disabilities Act? Yes ___ No ___
- Describe any special services (e.g., tutoring internships, childcare, etc.) that your institution makes available to its students
- Provide a description of the training service and curriculum and attach a course outline or syllabus with your response. Include a description of orientation activities.

3. Cost Effectiveness

15 Points

On average, training to provide an individual for Tier 2 or Tier 3 wages should cost no more than \$3,235 per individual. Review of cost may include comparison of costs among other proposers.

- Tuition: Indicate the total tuition and how it is charged (e.g., per credit hour, per training hour, per course, etc.)
- Fees: Identify all fees a student may be charged for (e.g., lab, parking, certification tests, etc.)
- Other Costs: Identify any and all other costs a student may be charged for this training program.
- Please list any leveraged resources, i.e. other CARES Act grants or contracts that may support students in the program(s) supported under this solicitation.

4. Employer Relationships

15 Points

A key component is the ability of enrollees completing the course(s) to start work in careers paying 200% of poverty and above, in line with the Community Workforce Plan. A Respondent ideally demonstrates that they possess the Travis County employer relationship and understanding of hiring needs for jobs paying wages at Tier 1, Tier 2 and Tier 3 levels.

Historically Underutilized Business

5 Bonus Points

A "Historically Underutilized Business" is an entity with its principal place of business in Texas, and is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman who reside in Texas and have a proportionate interest and demonstrate active participation in the control, operations and management of the entity's affairs.

Five (5) bonus points will be awarded to responsive proposals submitted by a HUB certified by the Texas Comptroller of Public Accounts, or other bona fide certifying agency. HUBs must identify their certifying agency on the cover sheet and attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that are expired or do not meet the criteria specified shall not be considered for the five additional points.

SECTION III – PROPOSAL REVIEW AND SELECTION PROCESS

- **EVALUATION PROCESS**

The evaluation process will consist of:

- An initial review of responsiveness and compliance with the technical specifications and other criteria specified in the RFI by the Board staff.
- All responsive proposals will be evaluated and scored by a team of reviewers. Proposals will be evaluated on specific criteria by reviewers using a standardized instrument.
- Presentation of scoring and recommendations to the CEO: The CEO will have final contracting approval. CEO reserves the option to consult with representatives of the Board of Directors in the evaluation process. Proposers may be asked to interview with the CEO, members of the WFS Board Team, and/or WFS Board members as part of the selection process.

- **PROPOSAL EVALUATION CRITERIA**

Each training program will be scored separately, based on the criteria in Section II above, by a team of Evaluators. Once scoring is completed, scores will be compiled and forwarded to Designated Board Staff for recommendation to CEO for approval to begin the contract negotiations.

- **FUNDING SOURCE**

Services will be funded by Travis County and the City of Austin, under special COVID-19 response initiatives. Workforce Solutions reserves the right to integrate other funding resources as funds become available or funding integration is beneficial for the clients and/or performance demonstration.

- **FUNDING CLAUSE**

Funding for the contract agreement is made possible from grants contracted to Workforce Solutions through the City of Austin and Travis County. Any contract award resulting from this RFP will be subject to early termination in the event funding is terminated or reduced to a level that continued funding of contracted services is no longer feasible. Such termination shall be without penalty. The selected contractor(s) must be willing to accept this Funding Clause and incorporate it into any resulting contract agreement.

For the purpose of compliance with Section 511 of Public Law 101-166 (the Stevens Amendment), 0% of this project is financed by Federal Funds.

SECTION IV – SUBMISSION INFORMATION

- **SUBMISSION**

All responses are to be submitted electronically to WFS.PROCUREMENTS@wfscapitalarea.com. While there is no official deadline for this RFI, Proposers are encouraged to submit responses as soon as possible. Contract agreements will be negotiated until the funds dedicated for this project are exhausted and/or the timeframe to expend the funds has passed, whichever occurs first.

If a Proposer has previously submitted training programs under the RFI issued and due in September 2020, they do not need to re-submit those programs. If a Proposer would like to submit additional programs, they will need to do so under this RFI.

SECTION V - PROCUREMENT SCHEDULE

RFI Release Date	Monday, November 2, 2020 by Noon (CST)
Response Deadline	Ongoing until Closed by WFS
Electronic Submission Email	wfs.procurements@wfscapitalarea.com
Proposers' Questions	Technical assistance questions may be submitted by email to wfs.procurements@wfscapitalarea.com
Response to Questions Posted	Responses to questions will be posted within 3 business days to our website in a FAQ file with the procurement document.

** Dates are subject to change. Entities requesting a copy of the RFI will be notified in writing of any changes in the procurement schedule.*

SECTION VI - PROPOSERS QUESTIONS AND TECHNICAL ASSISTANCE

Technical questions concerning this RFI should be addressed in writing to wfs.procurements@wfscapitalarea.com.

- All questions received via email will be posted on Workforce Solutions Capital Area's website in a FAQ document with this RFI document and responded to no later than **3 business days** from receipt.
- Neither Board Staff nor board members may provide individual assistance in writing proposals.
- No other representative of Workforce Solutions Capital Area can accept or respond to questions related to this solicitation other than wfs.procurements@wfscapitalarea.com

VII - AVAILABILITY OF RFI

The RFI will be posted on Capital Area's website and the Texas Smart Buy website:

<http://www.wfscapitalarea.com/About-Us/Procurements>

<http://www.txsmartbuy.com/sp>

SECTION VIII - PROPRIETARY INFORMATION AND THE TEXAS PUBLIC INFORMATION ACT

Proposer is hereby notified that Capital Area strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. Capital Area may seek to protect from disclosure all information submitted in response to this RFI until a final agreement is executed. Upon execution of a final agreement, Capital Area will consider all information, documentation, and other materials requested to be submitted in response to this RFI to be of a non-confidential and non-proprietary nature; therefore, subject to public disclosure under Chapter 552.001. Proposer will be advised of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information that may be protected from release are noted in Sections 552.101, 552.110, 552.113 and 552.131 of the Government Code.

SECTION IX – PROPOSAL CONDITIONS

- Capital Area reserves the right to accept or reject any or all proposals submitted. Capital Area also reserves the right to make no award as a result of this RFI.
- Capital Area is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- This RFI does not commit Capital Area to pay for any cost incurred prior to the execution of any grant or contract. All grants and contracts are contingent upon availability of funds.
- Capital Area specifically reserves the right to vary the provisions set herein any time prior to the execution of the grant where such variance is deemed to be in its best interest.
- Capital Area reserves the right to increase or decrease the quantities or magnitude of this RFI at the time of award and/or throughout the term of this grant.
- All proposals and their accompanying attachments will become the property of Capital Area after submission and materials will not be returned. All proposals and written communications with Capital Area are subject to Open Records Requests per the Texas Public Information Act.
- The contents of a successful proposal may become contractual obligations, if a grant is awarded. Failure of the proposer to accept those obligations may result in the cancellation of the proposal from the selection process. The contents and requirements of this RFI may be incorporated into any legally binding and duly negotiated contract between Capital Area and the selected vendor(s).
- A designated contact person for the applicant(s) must be established. This person will be contacted in the event of inadequate service or problems with compliance. The applicant(s) contact person is expected to respond to Capital Area within 24 hours.
- Capital Area reserves the right to cancel the contract if the applicant fails to perform as agreed, or for convenience if it is in the best interest of Capital Area.
- This is a negotiated procurement utilizing the Request for Information (RFI) method, and as such, award does not have to be made to the Respondent submitting the lowest priced offer, but rather to the Respondent submitting the most responsive proposal which satisfies Capital Area's requirements and the proposal evaluation criteria.
- Capital Area may request selected proposer(s) to participate in grant negotiations at Capital Area's office at 9001 N. IH 35, Suite 110E, Austin, Texas 78753.

SECTION X- PROCESS TO PROTEST

Proposers who wish to protest a decision must utilize the following process:

Step 1. Requests for Debriefing – Proposers not selected by this procurement process may appeal the Board decision by submitting a written request for debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked within fifteen (15) working days of the receipt of the Board notification of the procurement decision.

The request for debriefing must be sent by registered mail or hand delivered (please request a receipt) clearly identified externally as “Dated Material” and addressed to:

Tamara Atkinson, Chief Executive Officer
Workforce Solutions Capital Area
9001 N IH35, Ste 110E
Austin, TX 78753

The Board shall acknowledge receipt of the request for debriefing in writing within three (3) days of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled, as soon as possible, and no later than fifteen (15) working days from the receipt of the request for debriefing.

Step 2. Debriefing – The purpose of the debriefing is to promote the exchange of information, explain the Board proposal evaluation system, and help unsuccessful proposers understand why they were not selected. In the debriefing the Respondent will obtain information on the procurement process, including the proposal evaluation process. Materials provided in the debriefing include a blank copy of the proposal scoring sheet used by readers, spread sheet of rankings provided to the Board of Directors, and written evaluators’ comments. Board staff will meet with the appealing party and review how the appealing party’s proposal or bid was scored or ranked. Bidders and proposers can gain a better understanding of the Board procurement processes and how to improve their bids or proposals. The debriefing is an educational opportunity for proposers, which hopefully will help them to improve the quality of any future proposals.

Step 3. Written Notice of Appeal – If, after the debriefing, the appealing party wishes to initiate the appeals process, they must submit to the Board a Notice of Appeal. This written notice must clearly state that it is an appeal and identify the funding decision being appealed (i.e. specific date of the RFI, or the Workforce Board of Directors’ action); the name, address, and phone number of the appealing party(s); and specify the grounds of the appeal, including evidence to substantiate the grounds.

A Notice of Appeal must be received by the Board within ten (10) days of receipt of the Board debriefing meeting. All appeals must be filed with and received by the Office of the CEO of the Board during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., CST). Any appeal received after 5:00 p.m. (CST) shall be deemed filed on the next business day. The failure of a bidder to file a timely appeal in accordance with this policy shall be deemed as a waiver of the Bidder’s right to appeal or otherwise challenge any action or decision of the Board and the action or decision of the Board shall be deemed

final in all respects. The Notice of Appeal must be sent by registered mail or hand delivered (please request a receipt) clearly identified externally as "Dated Material" and addressed to:

Tamara Atkinson, Chief Executive Officer
Workforce Solutions Capital Area
9001 N IH35, Ste 110E
Austin, TX 78753

Telefax, Facsimile, or E-mail notices will not be accepted at any stage of the appeals process. The appealing party is solely responsible for the timely submission/receipt of the notice of appeal to the Board. Failure to follow the requirements of this policy shall be deemed as a waiver of the appealing party's right to an appeal and the action or decision of the Board shall be deemed final in all respects.

All Appeals must contain the following information:

1. Identification of the specific procurement being appealed;
2. The contact name, address, phone, and e-mail address of the appealing party;
3. The specific grounds for the appeal;
4. A detailed statement of all disputed issues of material and relevant facts surrounding the action/decision taken and the alleged violations as a result of such action/decision;
5. A copy of any documents(s) upon which the Bidder relies to support their contention that the action/decision of the Board should be reversed or modified;
6. A request for a hearing; and
7. A statement of relief sought by the Bidder.

Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within ten (10) working days of the receipt of the Notice of Appeal. The Board shall provide the appealing party with the date and time of the next step, the Informal Hearing.

Step 4. Informal Hearing – An Informal Hearing will be held at the offices of Workforce Solutions Capital Area within fifteen (15) working days of the receipt of the Notice of Appeal. The CEO's designee shall act as the Hearings Officer and will meet with the appealing party to discuss specific concerns and grounds for the appeal that were identified in the Notice of Appeal. The Board and the appealing party shall seek in good faith to resolve any or all of the issues identified in the appeal. Failure of the appealing party to attend or participate in good faith in the Informal Hearing shall be deemed as a waiver of the appealing party's right to a Formal Hearing and the action or decision of the Board shall be deemed final in all respects. The Hearing Officer may recommend to the Board's CEO any appropriate actions allowable under applicable rules and regulations and consistent with agency policies to resolve issues raised at the Informal Hearing. If the appealing party agrees in writing with the decision/action of the Hearing Officer, the appeal shall be ended at this point.

Step 5. Request for a Formal Hearing – If the appealing party is not satisfied with the results of the Informal Hearing, they must inform the Hearing Officer, in writing, no later than fifteen (15) working days from the date of the Informal Hearing of the intent to proceed with the appeal. A request for a Formal Hearing must be made in writing and delivered to the Board pursuant to the instructions for submitting

written notices of appeals in Step 3 above. The Request for Formal Appeal must state the specific grounds for the appeal and the remedy(ies) requested. Within fifteen (15) working days of the receipt of this written request, the Hearing Officer will respond, in writing, to inform the appealing party of the time, date and place of the next step – the Formal Hearing.

Step 6. Formal Hearing – The Formal Hearing shall be conducted within fifteen (15) working days of the date of the Request for Formal Hearing. An independent Hearing Officer selected by the CEO will conduct the Formal Hearing of the appeal. The Hearing Office will deal only with those issues identified in the original notice of appeal. The Hearing Officer will consider the facts presented as the grounds for the appeal and remedies requested. The Hearing Officer may request additional information from Board staff or the appealing party. After full review, the Hearing Officer will render his/her decision not later than fifteen (15) working days from the date of the Formal Hearing. The Hearing Officer’s decision shall be provided to both parties in writing.

The recommendation/decision of the Hearing Officer shall be presented to the Workforce Solutions Capital Area Board of Directors for consideration and possible action at its next scheduled meeting, in the event the Hearing Officer sides with the appealing party. The Board is NOT obligated to accept the Hearing Officer’s decision and/or recommendations. The Board’s decision shall be considered final and the end of the appeals process at the local level.

A postponement or continuance of the Informal Resolution Conference and/or Formal Hearing may be granted to the appealing party only upon written request filed with the Office of the CEO of the Board not less than three (3) calendar days (unless in cases of emergency) prior to the scheduled date of the Informal Resolution Conference and/or Formal Hearing. Such a request shall specify the reason(s) for the request for postponement or continuance. Requests for a postponement or continuance may be submitted in person, by fax or e-mail to the Office of the CEO of the Board. If a postponement or continuance is granted, the Informal Resolution Conference and/or Formal Hearing will be rescheduled at a date acceptable to the Hearing Officer, the Board and the appealing party.

The final outcome of an appeal at the local level shall be disclosed to the Texas Workforce Commission (TWC).

Miscellaneous – In all instances, information regarding protest/dispute will be disclosed to the Texas Workforce Commission (TWC). TWC’s Financial Manual for Grants and Contracts provides for limited appeals of any local decision

SECTION XI - REQUIRED ATTACHMENTS

- **ATTACHMENT A – TARGETED OCCUPATIONS**
- **ATTACHMENT B - COVER SHEET**
- **ATTACHMENT C - Proposal Narrative**
- **ATTACHMENT D - CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY**
- **ATTACHMENT E- CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG---FREE WORKPLACE REQUIREMENTS**
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ATTACHMENT A – TARGETED OCCUPATIONS

Workforce Solutions Capital Area Targeted Occupations
Processing August 2020

#	2010 SOC	2018 SOC	Occupation Job Title	Industry
1	--	13-2011	Accountants and Auditors	Professional & Business Services
2	--	43-3031	Bookkeeping, Accounting, and Auditing Clerks	Professional & Business Services
3	--	47-2031	Carpenters	Skilled Trades
4	15-1150	15-1150	Computer Support Specialists includes:	Information Technology
			15-1231 Computer Network Support Specialists	
			15-1232 Computer User Support Specialists	
5	15-1131	15-1251	Computer Programmers	Information Technology
6	15-1121	15-1211	Computer Systems Analysts	Information Technology
7	15-1141	15-1245	Database Administrators and Architects	Information Technology
8	--	31-9091	Dental Assistants	Health Sciences
9	29-2021	29-1292	Dental Hygienists	Health Sciences
10	--	29-2032	Diagnostic Medical Sonographers	Health Sciences
11	--	47-2111	Electricians	Skilled Trades
12	29-2041	29-2042	Emergency Medical Technicians	Health Sciences
13	--	17-3020	Engineering Technicians, Except Drafters, limited to:	Skilled Trades
			17-3023 Electrical and Electronic Engineering Technologists and Technicians	
			17-3022 Civil Engineering Technologists and Technicians	
14	--	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Skilled Trades
15	--	53-3032	Heavy and Tractor-Trailer Truck Drivers	Skilled Trades
16	--	49-9041	Industrial Machinery Mechanics	Skilled Trades
17	--	29-2061	Licensed Practical and Licensed Vocational Nurses	Health Sciences
18	--	51-4041	Machinists	Skilled Trades
19	--	49-9071	Maintenance and Repair Workers, General	Skilled Trades
20	--	13-1111	Management Analysts	Professional & Business Services
21	--	29-2012	Medical and Clinical Laboratory Technicians	Health Sciences
22	--	31-9092	Medical Assistants	Health Sciences
			(requires obtaining 31-9097 Phlebotomists certification)	
23	29-2071	29-2098	Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other	Health Sciences
24	--	43-6013	Medical Secretaries and Administrative Assistants	Health Sciences
25	15-1142	15-1244	Network and Computer Systems Administrators	Information Technology
26	31-1014	31-1131	Nursing Assistants	Health Sciences
27		29-2043	Paramedics	Health Sciences
28	--	29-2052	Pharmacy Technicians	Health Sciences
29	--	31-2021	Physical Therapist Assistants	Health Sciences
30	--	47-2152	Plumbers, Pipefitters, and Steamfitters	Skilled Trades
31	--	29-2034	Radiologic Technologists and Technicians	Health Sciences
32	--	29-1141	Registered Nurses	Health Sciences

33	--	29-1126	Respiratory Therapists	Health Sciences
34	--	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Professional & Business Services
35	--	47-2211	Sheet Metal Workers	Skilled Trades
36	15-1133	15-1256	Software Developers and Software Quality Assurance Analysts and Testers	Information Technology
	15-1132			
37	--	29-2055	Surgical Technologists	Health Sciences
38	--	49-3000	Vehicle & Mobile Equipment Mechanics, Installers & Repairers, limited to:	Skilled Trades
			49-3023 Automotive Service Technicians and Mechanics	
			49-3031 Bus and Truck Mechanics and Diesel Engine Specialists	
39	15-1134	15-1257	Web Developers and Digital Interface Designers	Information Technology
40	--	51-4121	Welders, Cutters, Solderers, and Brazers	Skilled Trades

ATTACHMENT B - COVER SHEET

RFI FOR RAPID RETRAINING

Legal Name of Proposing Entity and dba, if any:	
Mailing Address:	
Physical Address:	
Authorized Representative/Signatory Authority:	
Telephone Number:	
Cell Phone Number:	
Fax Number:	
E-Mail:	
Type of Organization	<input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other (specify)
Date Established:	
Federal EIN:	
Texas State Comptroller ID Number:	
Historically Underutilized Business?	<input type="checkbox"/> Yes (if yes, attach current certificate) <input type="checkbox"/> No
Typed Name & Title of Authorized Signatory:	
Signature and Date:	

ATTACHMENT C - Proposal Narrative

ATTACHMENT D - CERTIFICATION OF LEGAL AND SIGNATORY AUTHORITY

I, _____ (typed or printed name) certify that I am the _____ (typed or printed title) of the eligible entity named as bidder and Respondent herein, and I am legally authorized to sign and submit this proposal to Workforce Solutions Capital Area (WFS) 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 WFS to provide the services and activities authorized and detailed in this proposal. I agree to submit upon request by WFS 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 WFS has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirement and provisions of this RFI and that this organization will comply with all applicable federal, state, and local laws, rules, regulations, polices and directives in the implementation of this proposal. I certify that I have reach and understand the governing provisions, limitations and administrative requirements of this RFI and will comply with all terms and conditions.

Name of Organization (Proposer)

Signature of Authorized Representative

Date

Typed/Printed Name and Title of Authorized Representative

ATTACHMENT E- CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states 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 any employee of 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 any 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, and 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.

* * * * *

Debarment, Suspension and Other Responsibility Matters: This certification is required by the Federal Regulations implementing Executive Order 12549, 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), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three---year period preceding this proposal been convicted 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;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) 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 participant shall attach an explanation to this proposal.

* * * * *

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; 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) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Workforce Solutions Capital Area in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Name of
Proposer/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT F- CERTIFICATION REGARDING IMPLEMENTATION OF THE NON-DISCRIMINATION & EQUAL OPPORTUNITY PROVISIONS AND THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

As a condition to the award of financial assistance from the Department of Labor (DOL) under Title I of the Workforce Innovation and Opportunity Act (WIOA), the bidder assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 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 bidder 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 bidder's operation of the WIOA Title I—financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I—financially assisted program or activity. The bidder understands that the United States has the right to seek judicial enforcement of this assurance.

Applicant's signature below indicates organization is agreeing to comply fully with the assurance and certifications as part of its responsibilities as a successful contractor.

Signature of Authorized Representative

Date

Name and Title of Authorized Representative

ATTACHMENT G - TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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 corporation making this contract is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned certifies that the following statement is true and correct and that the undersigned understands making a false statement will prevent Workforce Solutions Capital Area from contracting with the proposing organization.

Indicate the certification that applies to your corporation by checking the appropriate box:

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

The corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas for the following reason(s):

Not applicable. Proposer is not a corporation.

Signature of Authorized Representative

Name of Proposer's Organization

Name and Title of Authorized Representative

Date

ATTACHMENT H- STATE ASSESSMENT CERTIFICATION

Proposer 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. Applicants must also certify that they have not outstanding Unemployment Insurance overpayment balances due to the State of Texas.

The undersigned authorized representative of the Applicant certifies that the following statements are true and correct and that the undersigned understands that making a false statement will prevent Workforce Solutions Capital Area 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.

Signature of Authorized Representative

Name of Proposer’s Organization

Name and Title of Authorized Representative

Date

ATTACHMENT I- UNDOCUMENTED WORKER CERTIFICATION

Effective September 1, 2007, HB 1196 amended Subtitle F, Title 10, of the Texas Government Code to add Subsection 2264. Chapter 2264 directs public agencies, state or local taxing jurisdictions, and economic development corporations (public entities) to require that any business submitting an application to receive public subsidies include in the application a statement certifying that the business, or branch, division or department of the business does not and will not knowingly employ an undocumented worker.

In the event that a business grantee is found in violation of 8U.S.C. subsection 1324a(f), consistent with the requirements of Texas Government Code subsection 2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney’s fees.

Penalties incurred by business grantees shall be assessed damages at a rate of 20% of contract award. Said damages shall be made payable to Workforce Solutions Capital Area within 120 days of receiving the notice of violation.

DEFINITION OF TERMS

Public Subsidy – is broadly defined Texas Government Code §2264.001 (3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state’s economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission’s Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

Undocumented Worker – is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States or is not authorized under law to be employed in that manner in the United States. CERTIFICATION Contractor certifies that no undocumented workers will be employed during the execution of this contract. By the signature indicated below, the contractor verifies their understanding of the terms and conditions of this requirement.

CERTIFICATION

Name of Individual or Organization submitting a proposal:

Name and Title of Authorized Signatory: _____

Signature of Authorized Representative: _____ Date: _____

ATTACHMENT J - CERTIFICATE REGARDING CONFLICT OF INTEREST

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

- No manager, employee or paid consultant of the proposer is a member of the Policy Board, the Chief Executive Officer, or an employee of Workforce Solutions Capital Area (WFS);
- No manager or paid consultant of the proposer is married to a member of the Policy Board, the Chief Executive Officer, or an employee of WFS;
- No member of the Policy Board, the Chief Executive Officer or an employee of WFS owns or controls more than a 10 percent share in the proposer’s organization;
- No spouse of a member of the Policy Board, Chief Executive Officer, or employee of WFS receives compensation from proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- Proposer has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
- Should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with WFS and shall immediately refund to WFS any fees or expenses that may have been paid under the contact and shall further be liable for any other costs incurred or damages sustained by WFS relating to that contract.

Name of Individual or Organization submitting a proposal:

Name and Title of Authorized Signatory:

Signature of Authorized Representative:

Date:

ATTACHMENT K - CERTIFICATION OF PROPOSER

I hereby certify that the information contained in this application and any 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 of Workforce Solutions Capital Area (WFS), executive or agent has assisted in the preparation of this application. I acknowledge that I have read and understand the requirements and provisions of the RFI and that this organization will comply with WFS policies and other applicable local, state, and federal regulations and directives governing this procurement process.

I, _____ , certify that I am the _____
(Typed Name) (Title)

of the corporation, committee, commission, association, or public agency named as Proposer herein and that I am authorized to sign this proposal and submit it to WFS on behalf of said organization by authority of its governing body or owners. I authorize Capital Area to verify references and stated performance data and to conduct other background checks, as it deems necessary.

ATTEST:

(Proposer's Signature)

(Collateral Signature)

(Typed Name)

(Typed Name)

(Typed Title)

(Typed Title)

(Date)

(Date)