

# RFP-FY25-260-001-Out of School Youth Management Services



**REQUEST FOR PROPOSALS**  
RFP #FY25-260-001  
Out of School Youth Case Management Services

**Release/Posting Date**  
Friday, July 5, 2024, at 3:00 p.m. (MST)

**Proposals Due Date**  
Thursday, August 8, 2024, at 12:00 p.m. (MST)  
Workforce Solutions Borderplex, Inc.  
304 Texas Ave., Suite 1400  
El Paso, TX 79901  
(915) 887-2200  
[procurement@borderplexjobs.com](mailto:procurement@borderplexjobs.com)

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A proud partner of the  
The logo for the American Job Center network. It features the words "AmericanJobCenter" in a blue, sans-serif font, with "American" and "Center" in blue and "Job" in red. A red star is positioned above the "Job" text. Below this, the word "network" is written in a smaller, blue, sans-serif font.  
network

## **2 Specifications**

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### **SCOPE OF WORK**

Workforce Solutions Borderplex (WSB) is seeking qualified service providers to deliver case management services to Out-of-School Youth (OSY) under the Workforce Innovation and Opportunity Act (WIOA). The objective is to support youth in achieving educational and employment goals, leading to self-sufficiency and career advancement.

#### **1. Introduction:**

The WIOA Youth program focuses primarily on Out of School Youth (OSY) ages 16-24 requiring expenditures of a minimum of 75% of WIOA youth funds on OSY. The program includes fourteen program elements that are required to be made available to youth participants within the Workforce Solutions Offices or through system partnerships and coordination as defined in WSB's Program Handbook. WIOA prioritizes work experience through a 20% minimum expenditure rate for the work experience program element. Please see section WIOA §129, 29 U.S.C. §3164 for more information about the core programmatic requirements.

WIOA outlines a vision for supporting out-of-school youth (OSY) and disconnected youth through an integrated service delivery system. This RFP seeks to identify a partner to assist with outreach, eligibility processing, and case management, with a particular focus on engaging OSY and providing paid and unpaid work experiences, as well as occupational skills training. Currently, WSB has one subrecipient who delivers WIOA Youth Services, Grant Associates, Inc. The selected contractor would have a designated point of contact from Grant Associates staff. The roles and responsibilities of the two entities will be outlined in part 4.1 of this document.

Proposers must focus on engaging disconnected youth or youth in danger of disconnecting from school and work. WSB intends to secure proposers that will assist in reaching the following goals:

- Find and engage disconnected youth and youth at risk of being disconnected from school and work.
- Equip youth with the tools, knowledge, and skills to successfully navigate career pathways now and in the future.
- Provide supportive services and help youth eliminate barriers to employment/career success through individualized service plans and specialized case management.
- Develop innovative, youth-centered programming that engages and retains youth and evolves with local labor market data.
- Educate and prepare youth for placement in high-priority and in-demand occupations through occupational skills training, career education/exploration, and work-based learning experiences.

#### **2. Scope of Work - Deliverables/Objectives**

The primary objectives of this RFP are:

1. To engage OSY or disconnected youth in workforce development services.
1. To provide comprehensive case management and support services.
1. To ensure participants have access to and complete paid and unpaid work experiences.
1. To facilitate occupational skills training that leads to recognized credentials.
1. To collaborate with the current Subrecipient, Grant Associates, Inc., to ensure seamless service delivery and accurate participant tracking.
1. To achieve WIOA DOL performance metrics, including employment rates, credential attainment, and measurable skill gains.

### **3. Scope of Services**

#### **3.1 Outreach and Engagement**

- Develop and implement outreach strategies to identify, engage, and retain OSY or youth in danger of disconnecting from school and work.
- Partner with community organizations and school systems to identify and recruit out-of-school youth.
- Conduct information sessions and workshops to promote program awareness to parents, guardians, or other support systems to inform them of the program services.
- Develop an orientation on the full array of available services.

#### **3.2 Eligibility Processing**

- Assist potential participants in completing the eligibility process for WIOA youth services.
- Ensure all required documentation is collected and verified.
- Coordinate with current Subrecipient, Grant Associates, Inc's staff to finalize eligibility determinations.

#### **3.3 Case Management**

- Provide individualized case management services to participants, including:
- Assessment of skills, interests, and barriers to employment.
- Development of Individual Service Strategies (ISS) tailored to each participant's goals.
- Regular follow-up appointments to monitor progress and update ISS as needed.
- Offer supportive services such as transportation assistance, interview attire, and other necessary resources to remove barriers and enable participation in WIOA activities.
- Ensure each of the 14 youth program elements are made available to youth participants within the Workforce Solutions Offices or through system partnerships (Some examples of partnerships are listed below in parentheses by the elements) and coordination as defined in WSB's Program Handbook. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS. Please refer to <https://www.twc.texas.gov/sites/default/files/wf/docs/wioa-guidelines-twc.pdf>;

- Comprehensive guidance and counseling activities to assist youth in making sound decisions regarding their education and professional plans and goals. Counseling and guidance activities related to life choices may include assisting youth to:
- Deal with the pressures of life
- Resolve interpersonal conflicts with others
- Avoid and/or resist peer pressure
- Understand how educational/vocational choices impact their future lifestyle
- Life Skills training (budgeting, time management, etc.)
- Drug and alcohol abuse counseling

(Partners: Emergence, Aliviane, El Paso Child Guidance Center, etc.)

- Financial Literacy education - supporting the ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals. (Partners: Bank of America, Federal Reserve, etc.)

Services that provide labor market and employment information about the targeted industry sectors or occupations available within the local area - career awareness, career counseling, and career exploration.

- Tutoring, study skills training, and instruction and evidence-based dropout prevention and recovery strategies - that lead to completion of the requirements for a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential. (Partners: El Paso Public Library, El Paso Community College, etc.)
- Entrepreneurial skills training including, but not limited to, knowledge of start-up business models, writing business plans, financial management, basic accounting and finance principles, legal and risk management, marketing needs and planning, customer service and time management, HR issues, record keeping, and taxes.
- Paid and unpaid work experiences that have an academic component and occupational education, which may include:
  - summer employment and year-round employment opportunities
  - pre-apprenticeship programs,
  - internships and job shadowing, and
  - on-the-job training

### **Additional Contractor Responsibilities**

The Contractor will provide to WSB a detailed estimate with the number of hours each Contractor staff will spend per assigned engagements and the cost per hour per staff. The estimate should have a total amount of hours and a total dollar amount. WSB's Responsibilities WSB's responsibilities will include but are not limited to, the following: WSB will provide the Auditor with a monitoring request in order for the contractor to provide an estimate for the upcoming engagement.

### 3 Specifications Continued

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Work experience assists youth to understand proper workplace behavior and what is necessary to attain and retain employment. The purpose of work experience is to expose and connect youth to career pathways to build a talent pipeline that meets employer's needs. Work experiences must be structured and provide meaningful career exploration and skill development. WSB HQ staff will be responsible for outreaching to Employers to develop the worksite agreements and provide referrals to the contractor.

- Occupational skills training - WSB is committed to creating a pipeline of skilled youth needed by El Paso area businesses. This will require post-secondary education and/or skills training to attain industry standard certifications.
- Provide organized programs of study that impart specific vocational skills.
- Ensure training programs are aligned with the occupational goals outlined in participants' ISS.
- Collaborate with training providers to offer courses leading to recognized postsecondary credentials.
- Training must align with the Board's approved targeted occupations list.

(Partners: Job Corp, EPCC, UTEP, Western Tech, etc.)

- Leadership development opportunities encourage responsibility, employability, and pre-employment training. Other positive social behaviors are citizenship skills, which according to the Workforce Innovation and Opportunity Act include a variety of activities designed to guide youth toward becoming mature adults, good neighbors and conscientious citizens. Activities for citizenship skills may include, but are not limited to life skills instruction, decision-making skills training, cultural diversity instruction, community service projects, self-esteem building activities, and real-life skills. Other leadership development opportunities may also include but are not limited to peer-centered activities, including peer mentoring and tutoring, community service learning projects, exposure to post-secondary educational opportunities and work simulation. Please refer to <https://www.twc.texas.gov/sites/default/files/wf/docs/wioa-guidelines-twc.pdf>
- Adult mentoring for the period of program participation and a subsequent period, for a total of not less than 12 months. Please refer to <https://www.twc.texas.gov/sites/default/files/wf/docs/wioa-guidelines-twc.pdf>

(Partners: Big Brothers Big Sisters)

- Supportive services, as defined in WIOA §3(59), which enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:
  - Linkages to community services;
  - Assistance with transportation;
  - Assistance with child care and dependent care;
  - Assistance with housing;
  - Needs-related payments;

- Assistance with educational testing;
- Reasonable accommodations for youth with disabilities;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- Payments and fees for employment and training-related applications, tests, and certifications.
- Follow-up services for not less than 12 months after the youth are exited from the program, as appropriate. The contractor will provide the appropriate services/activities to enhance the youth's academic/occupational progress to ensure long-term success. The type and intensity of follow-up services may differ for each participant. However, follow-up services must include more than only a contact attempted or made for securing documentation to report a performance outcome. (WIOA sec. 129(c)(2)(I)). (a) Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or post-secondary education and training. (b) Follow-up services for youth may include: (1) The leadership development and supportive service activities; (2) Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise; (3) Assistance in securing better paying jobs, career pathway development, and further education or training; (4) Work-related peer support groups; (5) Adult mentoring; and/or (6) Services necessary to ensure the success of youth participants in employment and/or post-secondary education.
- Alternative secondary school instruction or dropout recovery services Provide alternative secondary school and dropout recovery services for youth who have struggled in traditional education settings or who have dropped out. (Partners: Far West Adult Education Consortium)
- Activities that help youth prepare for and transition to post-secondary education and training Postsecondary preparation and transition activities and services prepare ISY and OSY for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. Postsecondary education includes many kinds of education and training programs, including technical college degree and certification programs, apprenticeships, two- and four-year public and private colleges and universities, trade schools, and more. (Partners: Job Corp, EPCC, UTEP, Western Tech, etc.)
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster this program element reflects the integrated education and training model and requires integrated education and training to occur concurrently and contextually with workforce preparation activities and workforce training. This program element describes how workforce preparations activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. (WIOA sec. 129(c)(2)(E))

#### **4. Coordination with current Subrecipient, Grant Associates, Inc.**

- Collaborate to ensure all participants are accurately tracked in the state database.

- Coordinate on-site data collection and data entry services on a mutually agreed upon schedule between the two parties.
- Allow access to conduct/verify eligibility of students.
- Provide regular updates and reports on participant progress and outcomes.
- Work with the designated coordinator to ensure seamless data entry and information sharing.

## **4 Specifications Continued**

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### **4.1 Roles and Responsibilities**

Workforce Solutions Borderplex' current subrecipient, Grant Associates Inc., will be responsible for the following functions:

- Define tuition as fees charged by education institutions for instruction, including enrollment applications, course and/or certification tests, certification filing fees, books, lab fees, school supplies, and other necessary items;
- Define qualifying supportive services;
- Define necessary backup documentation;
- Conduct on-site WIOA eligibility services to students on a mutually agreed upon schedule between the two parties;
- Approve or decline eligibility for each student;
- Provide job readiness workshops;
- Provide onboarding for youth in work experience;
- Conduct on-site data collection and data entry services on a mutually agreed upon schedule between the two parties;
- Provide WSB staff with all equipment and materials necessary to conduct on-site services such as laptops, Wi-Fi hot spots, VPN access, etc.;
- Identify a Project Manager to serve as the primary point of contact to coordinate staff schedules and logistics necessary in supporting this partnership

Selected contractor will provide for the intensive case management and job placement services through the following methods:

- Identify and refer potential youth participants who would qualify for the program;
- Allow WSB access for which to conduct/verify eligibility of students;
- Request of the eligible youth referred to provide all necessary documentation (attached) at the time of eligibility screening as defined by WSB;
- Provide documentation from training provider for each student, including proof of course/plan enrollment, exception reports for students that withdraw or delay, copies of certificate of completion, and copies of licenses and/or certifications;
- Conduct an assessment, such as the Test of Adult Basic Education (TABE) and Comprehensive Adult Student Assessment Systems (CASAS) for eligible youth seeking services (if applicable);

- Develop an Individual Service Strategies (ISS) (attached) for those eligible youth seeking services;
- Provide intensive case management and job placement services, at a minimum should facilitate persistence through work-experience assignment, intervene with removing barriers, ensuring assignment is teaching skills of value, etc.
- Provide access to or provision of wrap-around supportive services such as child care, transportation, and other needs
- Respondents should be able to provide the case management and job placement services with local staff. Staff may work remotely and interact via camera at a minimum but also be available for in-person meetings at the participant's request.

## 5. Performance Metrics

WIOA includes a set of performance measures that are federally mandated and used to determine the effectiveness of the programs. The contractor will be required to meet or exceed typical state performance targets across six key indicators:

- Employment Rate (2nd Quarter after Exit): The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.

*Current targetfor meeting: 12 out of 13 participants*

- Employment Rate (4th Quarter after Exit): The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.

*Current targetfor meeting:12 out of 13 participants*

- Median Earnings (2nd Quarter after Exit): The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

*Current targetfor meeting: \$4,100*

- Credential Attainment: The percentage of participants who obtain a recognized postsecondary credential or a secondary school diploma within one year after exit.

*Current targetfor meeting: 12 out of 13 participants*

- Measurable Skill Gains: The percentage of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains.

*Current targetfor meeting: 12 out of 13 participants*

- Effectiveness in Serving Employers: Percentage of participants employed by the same employer in both the second and fourth quarters after exit.



*Current target for meeting: 12 out of 13 participants*

The target for exceeding would be anything greater than 12 participants

This is not a program whose success is based solely on the number of students who enroll in occupational training, certification or degree, grades of the students, or obtain work experience. The program's ultimate success is based on how many students obtain and retain employment in training-related jobs and how they perform in the job after completion.

The contractor will enroll and provide services to at least 13 youth participants;

- 90% of the youth will complete a minimum of 240 hours of work experience
- 90% of the youth will obtain permanent employment in a field related to their career path.

## **6. Performance Incentive**

If the Contractor successfully meets all the specified performance measures, they will earn an additional \$35,000 on top of the allocated operational costs. This performance-based payment is designed to incentivize effective program delivery and achievement outcomes.

## **7. Funding**

WSB is seeking services for Opportunity Youth that are sensible in cost and necessity (reasonable), can be clearly attributed to the specific program (allocable), and comply with funding rules and guidelines (allowable). This ensures effective resource management, compliance, and maximized program impact. \$300,000 in WIOA Youth funds have been allocated for this purpose. Of this amount, a minimum of \$100,000 and a maximum of \$115,000 must be used for operational costs. Of the funds, \$35,000 will be set aside for performance-based grant achievements. The remaining \$150,000 must be dedicated to youth services.

## **8. Deliverables**

- Contractor must begin placing participants into work experience assignments no later than 30 days from the start of this contract and shall have placed at least 13 participants no later than 6 months from the start of this contract.
- Monthly outreach and engagement reports detailing activities and outcomes.
- Eligibility processing reports with documentation of participants processed.
- Case management records, including ISS, progress notes, and follow-up details.
- Reports on work experience placements, including detailed feedback from participants about their experiences, insights on the skills they gained, the challenges they faced, and their overall satisfaction with the placement. This feedback helps to evaluate the effectiveness of the work experience and identify areas for improvement.
- Documentation of occupational skills training programs, participant enrollments, and credential attainments.

- Regular coordination meetings with current subrecipient and staff.

## **9. Evaluation and Reporting**

- Develop and implement a system for tracking and evaluating participant progress and program outcomes.
- Provide quarterly and annual reports summarizing key metrics, challenges, and successes.
- Participate in regular meetings with the funding agency to review performance and discuss improvements.

## **10. Proposal Submission Requirements**

- Description of the organization's experience and capacity to deliver the outlined services.
- Detailed work plan and timeline for implementing the scope of services.
- Detailed strategies for meeting and/or exceeding the performance metrics.
- Budget proposal with a detailed breakdown of costs.
- Examples of past performance and success stories related to similar programs.
- Resumes of key staff and their roles in the project.
- References from previous partners or clients.

See sample attachments for reference

[WIOA Eligibility Documentation Log 1 of 4.pdf](#)

[CONSENT - Original 2 of 4.pdf](#)

[COASTAL BEND WORKFORCE DEVELOPMENT BOARD 3 of 4.pdf](#)

[IEP for WIOA Programs 4 of 4.pdf](#)

## **5 RFP Packets**

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### **AVAILABILITY**

Request for Proposal packets will be available beginning on and after **3:00 p.m. (MST)** on **Friday, July 5, 2024**, at <https://my.rfp360.com/public/rfp/b62a549c-5123-4c59-a0c1-2ef58fec6fd0>

### **DUE DATE AND DELIVERY METHOD**

Electronic proposals are due no later than:

**12:00 p.m. (MST) on Thursday, August 08, 2024.**

**Responses will "Not" be accepted under this RFP after this time.**

No other method of submittal will be accepted unless there are extenuating circumstances and the Contracts Administrator has provided written guidance to the Bidder.

## **6 Important Information**

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### **QUESTION/ANSWER PERIOD**

**Prospective bidder(s) may submit written questions no later than 12:00 p.m. (MST), Monday, July 22, 2024.** Submit questions via the RFP 360 portal or to [procurement@borderplexjobs.com](mailto:procurement@borderplexjobs.com). Questions received after the deadline will not be answered. **Answers to questions will be posted in the RFP 360 portal following the question and answer release deadline Friday, July 26, 2024 by 5:00 p.m. (MST).** Respondents are encouraged to view the portal frequently to ensure they are fully aware of the most current information. All answers issued in response to Respondent questions become part of the RFP and the RFP process.

### **SUBMISSION OF PROPOSALS**

WSB has made the transition to an all digital procurement system and uses the RFP 360 online portal to manage all formal procurements. Respondents must follow all the rules provided in this RFP and submit their complete proposal via RFP 360. The RFP 360 portal allows bidders to begin and save proposals and to return to continue, edit or complete the proposal at a different time.

Official receipt of proposals will be provided automatically by the RFP 360 portal upon completion and submission of a proposal. Timely submission of proposals is the sole responsibility of the proposer.

Proposals may be withdrawn upon written request if made before the response deadline. Once the response deadline is passed, all proposals will become the property of the WSB and will not be returned.

Proposals submitted in response to this RFP are subject to the Texas Public Information Act, Government Code, Chapter 552, and may be disclosed to the public upon request. No documents relating to this procurement will be presented or otherwise made available to any other person, agency, or organization until after the funding award. Any proprietary information should be clearly marked as "Proprietary". (Note: Information marked as proprietary may still be considered public information; the Attorney General makes the final decision on what is proprietary.)

### **CONTRACT TERM PERIOD**

WSB intends to award a contract for a (1) one-year term with the option to negotiate up to (3) three, one-year contract renewals contingent upon satisfactory performance, need and availability of funds. A contractor performance evaluation will be required at the end of each year for each contract. The contract budget will be negotiated annually. No carryover/carry forward of funds will be included in the next year's contract.

## 7 RFP Timeline Schedule

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### **RFP SCHEDULE**

The following schedule of events is subject to change at the discretion of WSB. All times shown in the RFP are Mountain Standard Time Zone (MST).

<b>RFP Release/Posting Date</b>	<b>July 5, 2024, at 3:00 pm</b>
<b>Questions Submittal Deadline</b>	<b>July 22, 2024, at 12:00 pm</b>
<b>Question and Answers Response</b>	<b>July 26, 2024, at 5:00 pm</b>
<b>Proposal Due Date</b>	<b>August 8, 2024, at 12:00 pm</b>
<b>General Board Presentation</b>	<b>September 19, 2024, at 12:00 pm</b>
<b>Contract Start Date</b>	<b>October 1, 2024</b>

## 8 Who We Are

Point Value: 0

Workforce Solutions Borderplex, Inc. (hereafter "WSB") is a regional 501(c) (3) non-profit corporation that provides workforce services to job seekers and businesses in a six-county region along the U.S.-Mexico border from El Paso to east of Presidio County. As one of 28 workforce boards in Texas, Workforce Solutions Borderplex's mission is to provide skilled workers to employers by advancing education, employment, entrepreneurship and economic development opportunities in support of global competitiveness and regional prosperity.

WSB is governed by a Board of Directors appointed by local Chief Elected Officials in accordance with the provisions of Texas Senate Bill 642, Texas House Bill 1863 and the Federal Workforce Investment Act of 1998. WSB is composed of volunteer community leaders representing the private sector; organized labor-based organizations (CBOs); education; public employment service (TWC); vocational rehabilitation; public assistance; economic development; local literacy councils; and, adult basic education.

The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of

WSB's daily operations. The CEO is ultimately responsible for and oversees the operations and finances of WSB's programs, personnel and procurement processes utilized to comply with Federal and State regulations.

WSB is the oversight entity and fiscal agent for workforce development services and administers the procurement of goods and services that complies with Federal and State regulations. The primary responsibility of WSB is to identify the workforce needs and issues of the area; and provide policy and program guidance and evaluation of workforce development programs and services that affect area employers, residents and job seekers.

WSB represents a public/private partnership that serves as a catalyst for building a workforce development system that meets the needs of local employers and job seekers. The Workforce Board area consists of Brewster, Culberson, El Paso, Hudspeth, Jeff Davis and Presidio counties.

For more information about WSB, please view the materials at [www.borderplexjobs.com](http://www.borderplexjobs.com). Additional information about Workforce Solutions Borderplex and the workforce system, in general, can be obtained from [www.twc.texas.gov](http://www.twc.texas.gov).

This Request for Proposal (RFP) provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response, and the selection process. Potential respondents are strongly encouraged to:

- Read the RFP carefully; and
- Provide all necessary information and ask questions or seek technical assistance on points or concepts that are unclear.

## **9 General Information**

Point Value: 0

### **PROCUREMENT STANDARDS**

Procurement of goods and services under federal assistance programs shall be in compliance with the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts. These guidelines require that procurement transactions be conducted in a manner that provides for maximum free and open competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

The Texas Workforce Commission's (Commission) Financial Manual for Grants and Contracts (FMGC) §14.3 states:

The procurement of all goods and services shall be conducted, to the maximum extent practical, in a manner providing full and open competition consistent with applicable administrative requirements.

### **ELIGIBILITY TO RESPOND**

This Request for Proposal (RFP) is open regarding the variety of proposed options to ensure that the resulting selection will be responsive to the current needs and challenges of the organization.

Organizations able to meet the technical specifications for quality and other terms of this proposal package and not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective proposer must affirmatively demonstrate responsibility. A prospective proposer, by submitting a proposal, certifies to WSB that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFP.
- Is able to comply with the required or proposed RFP.
- Has a satisfactory record of integrity and ethics.
- Be otherwise qualified and eligible to receive an award.
- Be in good standing with the applicable national or state associations.

**No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.**

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFP.

For purposes of this RFP, interested contractors are referred to as "Proposers," "Respondents," "Applicants," or "Contractor."

## **10 General Information (cont.)**

Point Value: 0

### **AUTHORIZED BOARD CONTACT**

The authorized Workforce Board contact for this procurement is the Procurement & Contracts Manager, Workforce Solutions Borderplex, Inc., 304 Texas Ave., Suite 1400, El Paso, Texas 79901, Telephone: (915)887-2941 or via email at [procurement@borderplexjobs.com](mailto:procurement@borderplexjobs.com).

### **CONE OF SILENCE**

WSB's Cone of Silence was adopted to ensure a fair and competitive bidding environment by preventing communication between WSB officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a WSB contract.

The Cone of Silence period begins on the day that the request for proposal (RFP) is advertised and ends on the day that a contract award is made. The Cone of Silence prohibits any communication or lobbying activities during the Cone of Silence period by any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any of the following:

WSB Board members, WSB staff, and associated parties are precluded from entertaining any questions outside the bidders' conference and/or the written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. Unauthorized methods or sources of responses or clarification are considered invalid. Any violation of this process

may disqualify an applicant.

### **GENERAL CONDITIONS**

Offerors should consider the following general conditions in preparing responses.

- WSB reserves the right to negotiate the final terms of any and all contracts or agreements with the selected respondent 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 workforce development area.
- All costs directly or indirectly related to the preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal, which may be required by the WSB, shall be the sole responsibility of and borne by the applicant.
- It is WSB's intent to contract with an entity that will perform all primary functions of this contract. The contractor may subcontract any of the activities/functions described herein. It is expected that any such arrangement(s) be disclosed in the applicant's proposal.
- Budgets must be based on allowable, reasonable, allocable, and necessary expenses to the proposed program. Any contract resulting from this procurement shall include a cost allocation plan for any shared costs.
- The Offeror selected for funding under this RFP will be subject to pre-award reviews. This may include but not be limited to a review of the Offeror's record keeping procedures, management systems, accounting and administrative systems and procedures. Pre-award reviews will occur prior to contract negotiations.

### **CHANGES, AMENDMENTS, WITHDRAWAL, RE-ISSUANCE**

Any Bidder may withdraw their bid either in person or by written request at any time prior to the proposal due date and time.

In addition, the Workforce Board reserves the right to:

- Amend or withdraw this RFP at any time;
- Reject any and all applications; and/or Re-issue this RFP.

## **11 General Requirements**

Point Value: 0

### **COMPLIANCE**

Respondent is required to comply with all federal, state, and local laws, rules and regulations, Workforce Board policies and procedures, Workforce Board Issuances, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by Workforce Board policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

## **12 Submission Guidelines**

Point Value: 0

### **GENERAL GUIDELINES**

To be considered for award, each respondent must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, WSB will consider how well the respondent complied with these instructions. WSB will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, WSB encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

### **FORMAT**

Each respondent is required to answer all questions and provide signed forms for all required sections.

## **13 Review & Evaluation**

Point Value: 0

### **EVALUATION PROCESS**

WSB will award the contract to the bidder(s) that submits a bid which represents the "best value" to WSB. Cost will not be the only consideration in the selection of award and/or short-listed proposals. Detailed evaluation of proposals will involve a determination of the most favorable combination of various elements contained in this RFP. The selection of the ultimate winning proposal will be based upon what the proposal review team believes to be most advantageous to WSB.

The evaluation process will consist of:

- An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP;
- Only responsive proposals will be evaluated and scored by a proposal evaluation panel.
- Responsive proposals will be evaluated on specific areas by all reviewers using the same standardized instrument;
- Review and scoring by evaluators;
- Bidder interviews (if deemed necessary)
- Presentation of evaluations, scoring and recommendations of proposal review team to user department manager and/or WSB CEO
- Presentation of evaluations, scoring and recommendations of proposal review team to Board of Directors for RFPs over (1) one million dollars.

Proposals may be deemed non-responsive for:

1. Failure to follow the prescribed format for submitting the proposal;
2. Failure to sign and submit the Cover Sheet, Assurances and Certifications;
3. Failure to include one or more of the Attachments listed in the Format section of this RFP.

### **PROPOSAL REVIEW TEAM**

A proposal review team will be assigned to evaluate all responsive proposals received by WSB. The review team will use the evaluation criteria as outlined below.



## 14 Evaluation Criteria

Point Value: 0

### **CRITERIA**

The following criteria will be used to evaluate each proposal response. Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 100 points available. Proposals that do not meet minimum standards and/or earn an overall rating of less than 70 points will be deemed unacceptable and will be disqualified from further consideration. A minimum of 70 points are required to continue to the interview phase for RFPs that require bidder interviews. The review and evaluation of proposals shall be based on the following criteria:

<b><u>Evaluation Criteria</u></b>	<b><u>Maximum Points</u></b>
Budget/Cost	20
Demonstrated Ability and Effectiveness	30
Qualifications, Knowledge, & Expertise	30
Reference/Experience	20
Historical Underutilized Businesses (HUB)	5 Points, Tie Breaker ONLY

#### **Budget/Reasonableness of Cost and Value (Maximum 20 Points)**

This criterion will determine if costs submitted are reasonable and necessary to perform the proposed services (i.e., respondent's proposed costs will be compared to the costs offered by other respondents and/or to what is reasonable for the local market).

#### **Demonstrated Ability and Effectiveness (Maximum 30 Points)**

This criterion is a measure of the respondent's proven ability to perform the services requested. Points will be awarded based on: (1) the firm's proven track record in providing same or similar services as those requested in this RFP, (2) the respondent's operating approach and method for delivering such services, (3) the technical resources available and designated for this contract, and (4) the firm's financial capability and stability.

#### **Qualifications, Knowledge, and Expertise (Maximum 30 Points)**

This criterion examines the qualifications, knowledge and skills of the respondent which have been derived from actual work experiences including a minimum of years of relevant prior experience providing similar services. The respondents should provide an organizational chart and resumes of staff assigned to work with WSB for this contract.

#### **Reference and Past Experience (Maximum 20 Points)**

The references/past experiences will be evaluated in terms of the amount of experience in providing similar services including work with multi-media campaigns. A minimum of three (3) references of current past clients (with campaign samples) for outreach services must be provided. The clients must be three distinct customers.

### **Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tiebreaker:

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number on the Cover Sheet (Attachment B) and attached a copy of the State HUB Certificate (Attachment H) will be awarded five (5) points.

The bonus points will not be added to the total score but only used to break the tie scores between bidders. In the case that the tie score continues after applying the bonus points, the "best value" criteria will be used to break the tie scores.

## **15 Governing and Protests**

Point Value: 0

### **GOVERNING PROVISIONS AND LIMITATIONS**

The following provisions and limitations apply to this Request for Proposal.

- The intent of the RFP is to identify various prospective contract alternatives and obtain cost analysis for services solicited. WSB is under no obligation to execute a contract(s) on the basis of any information received. Furthermore, this RFP does not commit WSB to pay for any costs incurred in the preparation of a response.
- WSB reserves the right to accept or reject any or all information received, to modify this RFP, to cancel this RFP in part or in its entirety, or to reissue this RFP.
- WSB is not responsible for any costs incurred in services provided by Respondents, prior to the commencement date of any contract.
- All information and any attachments, appendices, or other information submitted as part of a response, become the property of WSB upon submission, and may be reprinted, published, or distributed in any manner WSB deems appropriate, in accordance with open record laws, and applicable state and federal policies and procedures.
- WSB reserves the right to contact any individual, agencies or employers listed in a response to the RFP, to contact others who have experience and/or knowledge of the Respondent's relevant performance and/or qualifications and to request additional information from any and all Respondents.
- WSB reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected and such agreements negotiated as a result of this RFP may be re-negotiated and/or amended in order to successfully meet the needs of the local workforce development area.
- WSB reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected for funding. This may occur prior to, or subsequent to, any award. Misrepresentation in an application of a Respondent's ability to perform may result in termination of any award.
- WSB reserves the right to withdraw or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not received from TWC.
- Solicitation and selection of providers must conform to relevant state and federal laws and regulations and local policies governing procurement of supplies, equipment and any type of

services. Successful Respondents will be responsible for familiarizing themselves with applicable laws and regulations.

- Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee or agent of WSB for the purpose of having the effect of influencing favorable disposition toward their own application or any other application submitted hereunder.
- Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, Workforce Board of Directors, employee, application evaluator, or agent of WSB or elected official for purposes of having an influencing effect on this procurement.
- No officer, Workforce Board of Directors, employee, application evaluator, or agent of WSB 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.
- Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a Respondent's application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- All applications submitted must be an original work product of the Respondent. The copying, paraphrasing or other use of substantial portions of the work product of another party and submitted hereunder as original work of the Respondent is not permitted. Failure to adhere to this instruction may cause the application to be disqualified and rejected.
- The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful Respondents as a basis for release from proposed services at the stated price/cost. Any damages accruing to WSB as a result of a successful Respondent's failure to contract with WSB may be recovered from the Respondent.
- Respondent is expected to honor their quoted pricing for 90 days after the RFP closes.
- A contract with a selected Respondent may be withheld, at the sole discretion of WSB, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. WSB may withdraw the award of a contract if the resolution is not satisfactory to WSB.
- The solicitation and selection of applications must conform to all relevant federal, state and local laws, regulations, rules, and policies governing the procurement of supplies, equipment and services. Respondents are responsible for familiarizing themselves with such matters.
- The contractor will be responsible for meeting all performance measures as laid out by DOL and TWC (Measures and Targets are subject to change). In the event that the State and/or Workforce Solutions Borderplex sets additional goals to indicate the success of the system, the contractor will also be required to meet those goals and/or measures as well.
- Under Texas Government Code Section 552.003, WSB is subject to the Texas Public Information Act and the information provided in response to this RFP will be made accessible to the public. If a Respondent believes that any information contained in its application qualifies for an exception to the Public Information Act, it must clearly indicate which information is deemed confidential and clearly state the grounds for the exception.

## **PROPOSER INQUIRY AND APPEAL PROCESS**

### *Policy Statement*

Workforce Solutions Borderplex is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest shall be submitted to the grantor (State) until all administrative remedies at the Grantee (WSB) level have been exhausted. This includes, but is not limited to disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violations of law shall be referred to such authority as may have proper jurisdiction. All proposers will be notified in writing of the final results of the procurement process.

### *Requests for Debriefing*

Respondents not filing an appeal or protest who desire a debriefing must submit a written request within ten (10) business days of the receipt of WSB's notification of the procurement decision. In the debriefing, the respondent will obtain information on the procurement process and how their proposal or offer was received and ranked. WSB shall acknowledge receipt of the request for debriefing in writing within three (3) business 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) business days from the written receipt of request for debriefing.

### *Debriefing*

The purpose of the debriefing is to promote the exchange of information, explain WSB's proposal evaluation system, and help unsuccessful respondents understand why they were not selected. Debriefings serve as an important educational function for new respondents, which hopefully, will help them to improve the quality of any future proposals. WSB staff and/or independent evaluators will meet with the appealing party and review: (a) the proposal evaluation process and (b) how the appealing party's proposal for bid was scored or ranked.

Bidders and respondents can gain a better understanding of the procurement process and how to improve their bids or proposals, while WSB staff gets direct feedback to help improve future procurements. The debriefing process, however, is not an open-ended invitation for a bidder to obtain information and documentation on an evaluation. Although WSB will endeavor to provide as much information or documentation as possible in a debriefing, WSB must observe relevant legal restrictions on the timing and extent certain bid-related information and documentation can be disclosed. By way of example, WSB may not release confidential or proprietary information belonging to other bidders during any stage of the debriefing or appeals process.

### *Policy/Procedure for Submitting Appeals*

This policy shall apply to appeals by proposers that have applied for a contract award from WSB pursuant to any federal, state, or local funded program or activity.

### *Issues Subject to Appeal*

Vendors/proposers/bidders affected by procurement actions or decisions of WSB may appeal pursuant to this policy and procedures as to the following issues:

1. The action or decision of WSB is alleged by the Bidder to be in violation of applicable federal and/or state law, regulation or policy regarding procurement and selection; or
1. The action or decision of WSB is alleged by the Bidder to be based upon an error of material and relevant fact(s); or
1. The action or decision of WSB is alleged by the Bidder to be invalid because of an alleged denial of procedural due process (i.e., failure to review a complaint or protest).

*Issues NOT Subject to Appeal*

1. Unless substantiated by material and relevant fact(s), the scoring and ranking of proposals is not subject to appeal.
1. An appeal cannot be submitted based solely on the belief that the appealing party believes their proposal is better than the one selected for contract award.

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

*Written Notice of Appeal*

Proposers not selected through this procurement process may appeal the decision of WSB. If the appealing party wishes to continue with the appeal process, they must submit to WSB a written Notice of Appeal within ten (10) working days of the receipt of WSB's notification of the procurement decision. This written notice must clearly state that it is an appeal and identify the following:

- The solicitation being appealed (i.e. RFP number and date).
- The name, address, phone, and email address of the appealing party.
- The specific grounds of the appeal.
- Any relevant documents in the Respondent's possession or control and which are material to the consideration of the appeal

A proposer who submits a Notice of Appeal that does not meet the criteria outlined in this policy will not be granted an appeal meeting but will be offered a debriefing as described in the Debriefing section above.

The Notice of Appeal must be sent in writing via email, clearly identified in the subject line as "Dated Material: RFP Appeal" and addressed to:

Workforce Solutions Borderplex, Inc.  
Nicholas Muñiz, Operations Manager & EO Officer  
304 Texas Ave., Suite 1400  
El Paso, Texas 79901  
[nicholas.muniz@borderplexjobs.com](mailto:nicholas.muniz@borderplexjobs.com)

Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within five (5) business days of receipt of the notice. Such document will also include specific instructions for completing the appeal process and the date, time and place of the Informal Hearing.

### *Informal Hearing*

An Informal Hearing will be held within fifteen (15) business days of receipt of the Notice of Appeal by WSB. The Equal Opportunity Officer, or a designee, shall act as the Hearing Officer for the Informal Hearing, and will meet with the appealing party to discuss the specific concerns and grounds for the appeal that were identified in the Notice of Appeal.

WSB 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 WSB shall be deemed final in all respects.

The Hearing Officer may recommend to WSB's Chief Executive Officer any appropriate actions allowable per rules and regulations and consistent with WSB Procurement Policies to resolve issues at the Informal Hearing. After full review, the Hearing Officer will render his/her decision not later than fifteen (15) working days from the date of the Informal Hearing. The Hearing Officer's decision shall be provided to both parties in writing. If the appealing party agrees, the appeal may be ended at this point.

### *Request for Formal Hearing*

The appealing party, if not satisfied with the results of the Informal Hearing, must inform the Hearing Officer, in writing, no later than ten (10) business days from the date of receipt of the decision, of the intent to proceed with the appeal. A request for a Formal Hearing must be made in writing and delivered to WSB pursuant to the instructions for submitting written notices of appeal above. Within ten (10) business days of receipt of this written request, the respondent will be sent written notice.

### *Formal Hearing and Final Decision*

The Formal Hearing shall be conducted within fifteen (15) business days of the date of the request for Formal Hearing. An Independent Hearing Examiner (IHE) will conduct the Formal Hearing of the appeal. The IHE will deal only with those issues identified in the original notice of appeal. The IHE will consider the facts presented as the grounds for the appeal and remedies requested. The Independent Hearing Officer may request additional information from WSB staff or the appealing party. After full review, the IHE will render his/her decision no 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. WSB is NOT obligated to accept the IHE's decision and/or recommendations. WSB's decision shall be considered final and the end of the appeals process at the local level.

### *Miscellaneous*

The Informal Hearing and Formal Hearing process set forth in this policy serves as any administrative grievance process required by applicable law. In all instances, information regarding the protest/dispute that reaches the formal appeal stage will be disclosed to the Texas Workforce Commission.

## **16 Bidder Information**

Point Value: 0

Please provide the requested information about your company.

### **1. Name of Respondent Agency**

Priority: 3. Response Type: Text.

### **2. Physical Address**

Priority: 3. Response Type: Text.

### **3. Mailing Address (if different from physical address)**

Priority: 3. Response Type: Text.

### **4. Contact Person Name and Title**

Priority: 3. Response Type: Text.

### **5. Telephone Number**

Priority: 3. Response Type: Text.

### **6. Fax Number (if applicable)**

Priority: 3. Response Type: Text.

### **7. E-mail Address**

Priority: 3. Response Type: Text.

### **8. Tax/Legal Status**

Priority: 3. Response Type: Choose from a List. Tax/Legal Status [State Government Agency, Community College, Private for-Profit, Local Government, Local School District, Union, Non-Profit, Other]. Comment? yes

### **9. Federal Employer Identification Number**

Priority: 3. Response Type: Text.

### **10. Texas State Comptroller ID Number**

Priority: 3. Response Type: Text.

### **11. DUNS Number (if applicable)**

Priority: 3. Response Type: Text.

### **12. Texas HUB Certification Number (if applicable)**

Priority: 0. Response Type: Text.

### **13. Name and Title of Individual Authorized for Contract Signature**

Priority: 3. Response Type: Text.

## **17 Additional Required Documents**

**Point Value: 0**

Provide the requested documents.

Please download and sign the Assurances and Certifications

[Assurances and Certifications.docx](#)

**1. All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is: <https://mycpa.cpa.state.tx.us/coa/search.do>.**

**If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship etc.**

Priority: 3. Response Type: File Attachment. Comment? yes

**2. All vendors must provide proof of General Liability Insurance in the form of a certificate of liability insurance.**

Priority: 3. Response Type: File Attachment. Comment? yes

**3. Submit the signed Assurances and Certifications here.**

Priority: 3. Response Type: File Attachment. Comment? yes

## **18 Budget/Reasonableness of Cost and Value (Maximum 20 Points)**

**Point Value: 20**

This criterion will determine if costs submitted are reasonable and necessary to perform the proposed services (i.e., respondent's proposed costs will be compared to the costs offered by other respondents and/or to what is reasonable for the local market).

**Download** the attached form. Fill out and attach to question 1 below.

[New RFP Budget Updated.xlsx](#)

**1. Fill out Budget Form**

Priority: 3. Response Type: File Attachment. This question was optional. Comment? yes

## **19 Demonstrated Ability/Effectiveness (Maximum 30 Points)**

**Point Value: 30**

This criterion is a measure of the responder's proven ability to perform the services requested. Points will be awarded based on: the responder's operating approach and method for delivering such services, the technical resources available and designated for this contract, and the firm's financial capability and stability.



**1. Describe how your company will operate this contract.**

Priority: 4. Response Type: Text.

**2. Describe how your company will deliver the requested services.**

Priority: 3. Response Type: Text.

**3. Describe the technical resources your company has available and will designate to this contract.**

Priority: 2. Response Type: Text.

**4. All vendors must provide evidence of financial stability prepared by a certified public accountant. Provide your company's financials in the form of a balance sheet, income statement, cash flow statement or audit for the most recent year.**

Priority: 1. Response Type: File Attachment. Comment? yes

**20 Qualifications, Knowledge, & Expertise (Maximum 30 Points)**

Point Value: 30

This criterion examines the qualifications, knowledge and skills of the responder which have been derived from actual work experiences including a minimum of five (5) years of relevant prior experience providing similar services. The responder should provide an organizational chart and resumes of staff assigned to work with WSB for this contract.

**1. Executive Summary - Provide a narrative description of your organization's proposed scope of service, method of approach and proposed organization and classification of tasks as it relates to the requested services. Provide any innovative successful approaches used in previous projects of a similar nature.**

Priority: 4. Response Type: Text.

**2. Provide an organization chart indicating key management team members.**

Priority: 2. Response Type: File Attachment. Comment? yes

**3. Describe the project staff structure, the background, qualifications, and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of the resulting contract.**

Priority: 4. Response Type: Text.

**4. Provide resumes of staff assigned to work with WSB for this contract.**

Priority: 3. Response Type: File Attachment. Comment? yes

**21 Reference/Past Experience (Maximum 20 Points)**

Point Value: 20

The references/past experiences will be evaluated in terms of the amount of experience in providing similar services. A minimum of three (3) references of current or past clients for the same or similar services must be provided. The clients must be three distinct customers.

**1. Please provide the requested information for a past or current contract relating to services similar to those sought in this RFP.**

<b>Contracting Agency Data</b>	<b>Contract 1</b>
Name of Contracting Agency	
Contact Person Name/Title	
Agency Complete Address	
Agency Phone Number	
Contact Email Address	
Beginning and End Date of Contract	
Total Dollar Amount of Contract	
Brief Synopsis of Services Performed	
Indicators of Successful Performance	

**2. Please provide the requested information for a past or current contract relating to services similar to those sought in this RFP.**

<b>Contracting Agency Data</b>	<b>Contract 2</b>
Name of Contracting Agency	
Contact Person Name/Title	
Agency Complete Address	
Agency Phone Number	
Contact Email Address	
Beginning and End Date of Contract	
Total Dollar Amount of Contract	
Brief Synopsis of Services Performed	
Indicators of Successful Performance	

**3. Please provide the requested information for a past or current contract relating to services similar to those sought in this RFP.**

Contracting Agency Data	Contract 3
Name of Contracting Agency	
Contact Person Name/Title	
Agency Complete Address	
Agency Phone Number	
Contact Email Address	
Beginning and End Date of Contract	
Total Dollar Amount of Contract	
Brief Synopsis of Services Performed	
Indicators of Successful Performance	

**22 Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

Point Value: 5

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number on the Cover Sheet and attached a copy of the State HUB Certificate will be awarded five (5) points. The bonus points will not be added to the total score but only used to break the tie scores between bidders. In the case that the tie score continues after applying the bonus points, the "best value" criteria will be used to break the tie scores.

**1. Submit HUB Certificate here.**

Priority: 0. Response Type: File Attachment. This question was optional.Comment? yes