



## Regional Economic Sector and Skills Gap Analysis

**REQUEST FOR QUOTES(S)**  
**(Program Year 2015-2016)**

**Madera County Workforce Investment Corporation**  
**441 East Yosemite Ave.**  
**Madera, CA 93638**  
**(559) 662-4500**

<b>Issue Date:</b>	By 5:00 p.m., September 1, 2015
<b>Deadline for Submissions:</b>	By 5:00 p.m., September 16, 2015
<b>Contact:</b>	Elaine M. Craig, Executive Director
<b>E-mail:</b>	ecraig@maderaworkforce.org
<b>Fax:</b>	(559) 673-1794
<b>Technical Assistance:</b> Written questions only. Questions must be submitted by fax or email. Questions and answers will be available to bidders by e-mail or for pick up at the Madera County Workforce Investment Corporation. Questions may not be answered in the order received.	

**THE MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**  
 Invites your application to provide

**Central Valley Regional Economic Sector and Skills Gap Analysis**

**DEADLINE AND TIMEFRAME FOR INITIAL SUBMISSION:**

One hard copy of the original quote and one (1) electronic copy on a CD-ROM or USB flash drive (Microsoft Word or Excel format as appropriate) of each quote must be submitted in a sealed envelope, labeled on the outside with the name of your agency and the proposed activity. **Quotes not in a sealed envelope will be rejected.**

The original must be marked as "Original" and must bear the actual "wet" signature(s), in **blue ink**, of the person(s) authorized to sign the quote. An agency representative who has contract binding authority must sign the quote. All costs shall remain firm for at least 60 days from the closing date for submitting quotes.

All correspondence, including responses to the Request for Quotes (RFQ) and questions, are to be submitted to:

Elaine M. Craig, Executive Director  
Madera County Workforce Investment Corporation  
441 East Yosemite Avenue  
Madera, CA 93638

All quotes must be received in the office of the Madera County Workforce Investment Corporation (MCWIC) on or before **5:00 p.m., Wednesday, September 16, 2015.**

This deadline applies to all methods of submittal, whether hand-delivered or mailed to the MCWIC administrative office. **NOTE:** Facsimile or electronically transmitted copies of quotes will **NOT** be accepted. Deposit of a quote into the mail or delivery to a different person or address, **does not** constitute quote submission unless the quote is, in fact, received and time stamped by the MCWIC administrative office on or before the deadline. Persons who hand-deliver quotes will be issued a receipt. Late quotes will not be accepted. For the purposes of the RFQ, the time of receipt will be as defined by the official time clock located at the address listed above. The MCWIC reserves the right to determine the timeliness of all quote submissions. Timely submission of quotes is the sole responsibility of the bidder.

Technical assistance questions must be submitted in writing only. All questions should be directed to Elaine Craig, Executive Director, via facsimile to 559-673-1794, or via e-mail to [ecraig@maderaworkforce.org](mailto:ecraig@maderaworkforce.org). The deadline for submission of questions is **5:00 p.m. on Wednesday, September 10, 2015**. All questions will be answered in writing only via email and will be posted on our website at [www.maderaworkforce.org](http://www.maderaworkforce.org). Questions may not be answered in the order they are received.

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Elaine M. Craig, Executive Director

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## **SECTION I: INTRODUCTION**

### **A. Request for Quotes Overview**

This solicitation is seeking qualified consultant services to facilitate research and development of a regional industry-driven sector and skills gaps analysis and the preparation and dissemination of local and regional reports for the Central California Workforce Collaborative (CCWC). The CCWC includes the Workforce Development Board Directors from all counties in the Central Valley region, including San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and Kern/Inyo/Mono counties.

### **B. Selection of Consultant**

1. The primary consideration in selecting a qualified consultant will be an evaluation of the bidder's past experience in successfully providing the services being requested, or similar services, staff qualifications, cost reasonableness, administration and oversight.
2. All quotes will receive equal consideration for funding and determinations will be based upon the bidder's history and experience in providing the proposed services outlined in Section II - Scope of Services.

Funding determinations will be made through a competitive procurement process and shall include:

1. Determination of the ability of the bidder to meet the requested services established by the MCWIC; and
2. Documentation of compliance with procurement standards under the Workforce Innovation and Opportunity Act (WIOA) and applicable Office of Management and Budget circulars (Uniform Guidance).

The bidder must comply with all federal, state, and local laws applicable to its business and remain in compliance throughout the term of service under this RFQ. The consultant will maintain, in full force and effect, all policies, certification and licensures applicable to its business from the submission of the bid through the term of the service.

### **C. Term of Services**

The term of the services will be from October 1, 2015 to March 31, 2016.

Approval of the consulting contract is contingent upon final approval by the CCWC, the MCWIC Executive Director, and continued funding from the United States Department of Labor and the State of California.

## **D. Solicitation**

The MCWIC reserves the right to extend the submission deadline if such action is in the best interest of the MCWIC and the CCWC. In the event the deadline is extended, bidders have the right to revise their quotes.

The MCWIC reserves the right to make changes to the policies contained in this RFQ based on changes and/or clarifications in the regulations, state legislation, local policy, or other guidance provided by the state or federal government.

The MCWIC makes no representation that any contract will be awarded to any offer responding to this RFQ.

The MCWIC reserves the right to request additional information or documentation.

Quotes shall be reviewed and rated as submitted. The bidder may make no changes or additions after the deadline for receipt of quotes.

The MCWIC reserves the right to verify all information in the quote. If the information cannot be verified, and if the errors are not willful, the MCWIC reserves the right to reduce the rating points awarded.

## **E. Issuing Agent/Authorized Contact**

This RFQ has been issued by the MCWIC. The authorized representative of the MCWIC shall be the bidder's sole point of contact with regard to this RFQ, its content, and all issues concerning it.

Contact information for the authorized representative for this RFQ is identified on page 2. This person will be the primary point of contact for discussion or information pertaining to this RFQ. Contact with any other CCWC or MCWIC staff or board members for the purpose of discussing this RFQ, its content, or any other issue concerning it, is prohibited unless approved by the authorized representative. Violation of this clause, by the bidder having unauthorized contact (verbally or in writing) with such other CCWC or MCWIC staff or board members, may constitute grounds for rejection of the bidder's quote.

The above stated restriction on bidder contact with staff or board members shall apply until a contract has been awarded and signed with a consultant.

## **F. Technical Assistance**

Request for technical assistance may be made only in writing, either by fax at (559) 673-1794 or **preferably by e-mail to [ecraig@maderaworkforce.org](mailto:ecraig@maderaworkforce.org)**.

The MCWIC advises that prospective bidders should periodically check the MCWIC website [www.maderaworkforce.org](http://www.maderaworkforce.org) for modification to the bid documents or questions and answers (Q&A) issued relating to this RFQ. **It shall be the bidder's sole responsibility to inquire as to whether any Q&A and/or addenda to this RFQ have been issued.**

## G. Best Value Evaluation Process

Cost is an important factor in the evaluation process, but the MCWIC is not obligated to accept the lowest cost response. At the MCWIC's discretion, considerations other than price may factor into a decision as to which services (and product, if applicable) provide the best value to the MCWIC. Such considerations may include:

- Qualifications of key staff
- Relevant project experience
- Value added services
- Any other relevant factors listed in the solicitation

## H. Quote Review and Evaluation Process

The quote review process will include the following activities to ensure the MCWIC procurement system meets required standards:

1. Awards are to be made to bidder(s) possessing the demonstrated ability to perform successfully under the terms and conditions of this quote.
2. Bidders may be invited, at the discretion of the MCWIC, to answer specific questions; general presentations will not be permitted.
3. All quotes will be reviewed, scored and ranked. The selection of a quote is to be made through a two (2)-phase process.
  - a. Phase I: All quotes will initially be evaluated by MCWIC staff for acceptability, with emphasis placed on responsiveness to the RFQ specifications and to the degree to which the quote meets the format specifications outlined in Section IV of this RFQ. **Note: Quotes that do not conform to the format identified in this RFQ may not be considered for award.**
  - b. Phase II: All quotes approved for consideration in Phase I will be evaluated by the CCWC Review Panel for acceptability, with emphasis placed on the quote's ability to meet the requested performance and costs that are reasonable, allowable, necessary, and competitive as measured by the review of the cost structure and in comparison to all other quotes. The CCWC Review Panel will be comprised of Workforce Board Executive Directors from throughout the region. All quotes will be scored on a 100-point scale and must receive a minimum rating of 70 points to be considered for funding.

## **I. Phase II Rating Criteria**

Quotes will be evaluated on the following technical criteria:

### **1. Experience and Qualifications –75 points**

This category will evaluate the bidder's experience in providing the requested services, or similar services.

- a. Overview of business, background information, including date established;
- b. Capabilities and experience in providing the requested services, or similar services;
- c. Past experience in providing the requested services, or similar services to the MCWIC and/or other Workforce Boards; and
- d. Resumes of executives and staff assigned to this project; narrative description of work to be performed and how it will be performed.

### **2. Cost of Services – 25 points**

The primary consideration will be the effectiveness of the agency or organization in the delivery of the services (and product, if applicable) based on demonstrated performance. Other factors may include the likelihood of change orders or contract amendments, phases of work that are proposed, or the track record for business partners and/or subcontractors to deliver a project on time and within budget.

In the event there is a tie between two (2) or more bidders and at least one (1) of the bidders is a local business, the contract will be awarded to the local business. A local business is defined as a business that has a physical location in one of the Counties represented by the CCWC.

Funding recommendations will be presented to the CCWC for award consideration. The CCWC will make all final award decisions.

## **J. Failed Competition**

The MCWIC reserves the right to reject any or all quotes when they are not responsive to the specifications of this RFQ. Competitive negotiation requires that at least three (3) responsive quotes for the same scope of services be received in response to this RFQ. A competition is considered failed if two (2) or less responsive quotes are received, or if two (2) or less quotes received the minimum 70 point required score. If a competition has been declared failed, the MCWIC then has the option to re-compete the procurement or enter into a sole-source procurement.

## **K. Appeals Process**

If a bidder has submitted a quote and is not recommended during the review process, the bidder may appeal the recommendation to the MCWIC Executive Director. Appeals may not dispute the particular score received by the petitioning bidder, or the scores assigned to a competing bidder. The scores given by the rating panel are final and are not subject to question by an appealing bidder. An appealing bidder may appeal the recommendation of the evaluators if it can show that any substantial portion of the MCWIC-approved RFQ process has not been followed.

All appeals must be submitted in writing to the MCWIC within five (5) working days of the notification of refusal. All appeals are to be addressed to Elaine Craig, Executive Director. Only appeals that cite the specific section(s) of the RFQ that have been violated will be considered. Once reviewed by the MCWIC Executive Director for merit, the appeal will be elevated to the CCWC Review Panel. Appeals received after the established deadline will not be accepted.

**The decision made by the CCWC as to which quote is selected will be final.**

#### **L. General Quote Conditions**

- a. The format in which the quotes are to be submitted is included in this package. Quotes that do not conform to this format will be rejected by the MCWIC.
- b. The bidder certifies, by submission of a quote, all specifications listed in this RFQ will be met and further understands that these specifications may become part of the provision of services, should the quote be awarded.
- c. The MCWIC will only accept quotes for the service(s) requested. Quotes submitted for services not included in this RFQ will be rejected.
- d. The quote submitted in response to this solicitation is not a legally binding document; however, the agreement based on the quote after negotiation becomes legally binding once both parties have signed it. All quotes submitted become the exclusive property of the MCWIC.
- e. All responses received are subject to the "California Public Records Act". While the MCWIC takes every measure permissible to keep all "proprietary information" identified, bidders are asked to label the information "PROPRIETARY" and enclose it in a separate envelope marked as such.
- f. No funds provided under this RFQ shall be used, or proposed for use, to encourage or induce the relocation of an establishment, or part thereof, that results in a loss of employment for any employee of such establishment at the original location.

#### **M. Costs Incurred by Bidders**

All costs of the quote preparation shall be borne by the bidder. The MCWIC shall not, in any event, be liable for any pre-contractual expenses incurred by bidders in

the preparation and/or submission of the quote. The quotes shall not include any such expenses as part of the proposed budget.

#### **N. Accuracy and Completeness**

The quote must set forth accurate and complete information as required in this RFQ. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification.

#### **O. Withdrawal of Quotes**

Quotes may be withdrawn by written request of the authorized signatory, on the bidder's letterhead, at any time prior to the scheduled deadline for receipt of the quotes.

#### **P. General Reservations**

The MCWIC reserves the right to extend the submission deadline if such action is in the best interest of the MCWIC. In the event the deadline is extended, bidders have the right to revise their quotes.

The MCWIC makes no representation that any quote will be awarded to any offer responding to this RFQ.

The MCWIC reserves the right to request additional information or documentation.

The quotes shall be reviewed and rated as submitted. The bidder may make no changes or additions after the deadline for receipt of the quotes.

The MCWIC reserves the right to verify all information in the quote. If the information cannot be verified, and if the errors are not willful, the MCWIC reserves the right to reduce the rating points awarded.

The contract offer of the MCWIC may contain additional terms or terms different from those set forth in this RFQ.

#### **Q. Standing of Bidder**

Regardless of the merits of a submitted quote, a bidder may not be recommended for funding if it has a history of agreement non-compliance with the CCWC or any other funding source; poor past or current service performance with the CCWC or any other funding source; or current disputed or disallowed costs with the CCWC or any other funding source.

The MCWIC will not enter into an agreement with any entity not in good standing with the California Secretary of State.

## SECTION II: SCOPE OF SERVICES

### A. General Overview

1. All bidders must submit a Work Plan outlining your approach and costs for the collection of baseline data for analysis to create an economic analysis to assist the CCWC Workforce Boards to evaluate skills gaps in the targeted industries in the CCWC region and to target workforce training resources to address high wage-high growth occupations within the targeted industries. The analysis must focus on the regionally-identified priority sectors, including: Manufacturing; Logistics, Warehousing, & Transportation; Agriculture; Health Care; and Energy & Natural Resources. Other sectors of focus will include: Retail, Hospitality, & Tourism and Public Sector Infrastructure (Construction) The analysis must include the following key elements:
  - a. An assessment of the current economic situation and projected trends of the regional and local area economies, particularly focused in the targeted industries;
  - b. An assessment of the required workforce skills and knowledge individuals need in order to succeed in the targeted industries in the region, especially specific occupations or job classifications with high growth and wage potential and those job classifications which remain vacant for a long period due to a lack of skills in the workforce;
  - c. A general description of the characteristics of the regional and local area population (Population, numbers of workers by industry, socio-economic trends in the CCWC region that differ from most other regions in California, high unemployment by categories such as age, ethnic status, veteran status, etc.);
  - d. An evaluation of whether there is a significant underemployed segment in the Valley, and if so, what occupations are targets for the skills possessed by the underemployed;
  - e. An analysis of the challenges associated with the regional and local area population attaining the education, skills, and training needed to obtain employment; and
  - f. A discussion of proposed strategies the regional and local workforce programs might use to meet the workforce needs of priority sector employers in the region and to close any identified skill gaps.
2. Unique qualifications of the bidder to successfully complete the project within the required timeframe, including prior experience with, and successful completion of similar projects.
3. Detailed Cost Structure, to include, but not limited to, hourly rate, costs of services and the resulting all-inclusive maximum fee for which the proposed work will be

done. All costs should be included in this amount and include an in-person presentation to the CCWC.

## **B. Deliverables**

Deliverables for the project will include but are not limited to the following:

1. Regular reports and status updates at CCWC meetings for the duration of the project.
2. A minimum of one draft comprehensive report for each local area represented in the CCWC and for the region as a whole provided in an electronic format.
3. In person presentation and discussion of the draft reports at a scheduled CCWC meeting.
4. Final editable versions of the comprehensive reports for each local area represented in the CCWC and for the region as a whole in an electronic format suitable for duplication or publishing in both hard copy and electronic formats.
5. Presentation of the final reports at a scheduled CCWC meeting, and at local Board meetings in each area, if requested to do so. The cost of presenting the final reports at a CCWC meeting should be included in the project price as proposed. The cost for additional presentations to each local Workforce Board in the region should be listed as a separate cost item. Presentations to local Workforce Boards will be scheduled, if needed, by each local area. Not all local Workforce Boards may choose to have a presentation.

In addition to the scope of services listed above, the MCWIC may request additional services on an as needed basis for specific sector strategy analysis needs that are identified by the CCWC during the term of the contract(s).

## **C. References**

Bidders must provide at least three (3) references. If applicable, at least one (1) of the references should be from a Workforce Board for which the bidder has provided similar services in the last three (3) years.

## **D. Cost of Services**

The award will be on a fee for service basis. Bidders should provide hourly rates for all specified services listed and include all other itemized expenses deemed necessary for project completion in the quote when submitted.

## SECTION III: AGREEMENT REQUIREMENTS

### A. General Agreement Conditions

No work can be performed as a result of this RFQ until the MCWIC Executive Director and the CCWC approve a consultant. All contracts must comply with the MCWIC's contracting procedures and the requirements of the WIOA as amended from time to time.

General agreement requirements include, but are not limited to:

1. All contracts will be effective on the date the final contract is signed.
2. No individual contract awarded from this procurement can exceed \$115,000.
3. All agencies are required to be an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO) as defined by WIOA regulations. If selected for funding, an agency may be required to submit its AA/EEO plan. Agencies without an approved plan may adopt the MCWIC's AA/EEO plan.
4. If applicable, all contractors must provide a Certificate of Insurance for Autos and Comprehensive General Public Liability Insurance with combined single limit coverage of at least \$1,000,000 and Workers Compensation Insurance. The MCWIC must be specified as additional insured prior to contract release. **Note: Insurance requirements may vary depending on the organization and services to be provided.**
5. An authorized official of the proposing agency must sign the agreement.

### B. Contract Negotiations

Should your agency be selected, you will then complete contract negotiations. In order for a contract to be executed, you must, at minimum, meet the requirements listed in Section A, above.

All contracts will be effective on the date the final contract is signed. All contractors must be able to provide services within 30 days of the beginning of the contract period.

The contract offer of the MCWIC may contain additional terms or terms different from those set forth in this RFQ. The MCWIC reserves the right to make changes to the policies at any time during the contract period, based on changes and/or clarifications in the regulations, state legislation, local policy, or other guidance provided by the state or federal government.

**As a result of the negotiation process, the MCWIC reserves the right to:**

1. Recommend appropriate action be taken if contract negotiations fail and the contract is not finalized by the deadline date. Action may include reissuing of the RFQ, recommending the next qualifying quote or any other actions deemed reasonable or necessary as decided by the CCWC, MCWIC staff or board, as applicable. Services may not begin until the execution of a formal agreement has been finalized.
2. Fund all, or portions of, a quote; and/or require that one (1) bidder collaborate with another for the provision of specific services, either prior to the execution of an agreement or at any point during the life of the agreement.
3. Use sources of funds other than the WIOA to fund all, or portions of, a bidder's quote.
4. Require all or some collaborators identified in the quote to become co-signatories to any contract with the MCWIC.
5. Re-negotiate provisions of the contract at the time of any extension to the duration of the contract.

**C. Agreement Modifications**

All agencies, if chosen to provide services, are ensuring by signing the agreement that the negotiated services provided in the agreement cannot be changed without the MCWIC's approval and a modification to the agreement. All requests for modification must be submitted to the MCWIC with written justification.

## SECTION IV: QUOTE FORMAT

### A. General Preparation Guidelines

The following is a list of all the components of your quote that must be included in the same order as presented in this RFQ. All quotes must be submitted using the worksheets provided in Section V of this RFQ. All pages in the quote must be typed in no smaller than 12-point font, with at least one (1)-inch margins on each side.

Each page of the quote must be numbered sequentially at the bottom of the page.

### B. Quote Cover Page

The Quote Cover Page to be used in the submission of all quotes is included in this RFQ on page 17. The Quote Cover Page must be completed in full and signed by an agency officer authorized to bind the agency to all commitments made in the quote.

### C. Quote Worksheet

Complete the Quote Worksheet on page 18. Provide the information requested in items A through D on the Quote Worksheet. Responses must be inserted after each of the items being responded to. Keep responses as concise as possible while providing all the information requested.

### D. Assurances and Certification

All proposals must include a copy of the Assurances and Certification with an original signature (pages 20 and 21). **Proposals that do not include a signed copy of the Assurances and Certifications will be disqualified and will not be considered for contract award.**

### E. Certificate Regarding Debarment

All proposals must include a copy of the Certificate Regarding Debarment with an original signature (page 22). **Proposals that do not include a signed copy of the Certificate Regarding Debarment will be disqualified and will not be considered for contract award.**

## SECTION V: FORMS

### QUOTE CHECKLIST/TABLE OF CONTENTS

This Quote Checklist identifies all the documents that must be submitted with your quote. Follow this sequence in presenting your quote. You may use this form to verify that all required elements are included in your quote. It is not required that this form be included in your quote package, when submitted.

<b>QUOTE TABLE OF CONTENTS</b>	<b>Page #</b>	<b>Verified (√)</b>
Quote Cover Page		
Quote Worksheet (Narrative and Cost Proposal)		
Assurances and Certifications		
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions		
References (minimum of 3)		

**QUOTE COVER PAGE**

Original   
Copy

Agency Name:	
Address:	
Agency Telephone #:	Agency Fax #:
Contact Person:	Contact Phone #:
Contact Fax #:	Contact E-mail:

**CERTIFICATION OF QUOTE CONTENT**

Duplication of Services and Conflict of Interest

This organization, its members and collaborators are not now, and will not in the future, be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract by WIOA funds.

Cost/Pricing Data and Quote Content

This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted, either actually or by specific identification, in writing to the MCWIC in support of this quote, is accurate, complete, and current as of the date below. This certification includes the cost/pricing data supporting any agreements/contracts that may be agreed upon between the offeror and the MCWIC that are part of the result of submitting this quote.

Contractor agrees to all terms, conditions, and instructions of this RFQ and certifies that the prices stated in their quote shall remain firm for 60 days from the closing date of this RFQ.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

## QUOTE WORKSHEET

The bidder shall provide a detailed response to each of the items in this section. Insert your response on the worksheet immediately after each item. Keep responses as concise as possible while providing all the information requested.

- A. Experience and Qualifications of Bidder:** Describe your agency's previous experience in providing the services requested. Provide a list of project staff and either resumes or a brief description of their qualifications. **Note:** Quotes not containing resumés and/or a list of staff and their qualifications will be rejected.
- B. Scope of Services:** Describe in detail how you will provide all of the services outlined in Items B, 1 through 5 on pages 12 and 13 of this RFQ.
- C. References:** Bidders must attach at least three (3) references. If applicable, at least one (1) of the references should be from a Workforce Board for which the bidder has provided similar services for within the last three (3) years.
- D. Cost of Services:** Provide comprehensive cost information for all specified Organizational and Technical Consulting services listed in your Scope of Services. Include all hourly rates, and any other costs associated with the completion of the work required by this RFQ.

## SECTION VI: REQUIRED CERTIFICATIONS

### INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this quote, the prospective recipient of federal funds is providing the certification as set out below:

- A. The certification in this clause is a material representation of fact upon which reliance was placed upon transaction. If it is later determined that the prospective recipient of federal funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the MCWIC may pursue available remedies, including suspension and/or debarment.
- B. The prospective recipient of federal funds shall provide immediate written notice to the person to whom this quote is submitted if at any time the prospective recipient of federal funds learns that its certification was erroneous when submitted, or has become erroneous by reason of changed circumstances.
- C. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “quote,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this quote is submitted for assistance in obtaining a copy of those regulations.
- D. The prospective recipient of federal funds agrees, by submitting this quote, that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the MCWIC.
- E. The prospective recipient of federal funds further agrees, by submitting this quote, that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- F. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction, that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-Procurement Programs.

## **ASSURANCES AND CERTIFICATIONS**

The bidder provides all assurances and certifications set forth below:

### **A. GENERAL ASSURANCES**

The bidder assures that it:

1. Has the legal authority to apply for federal funds and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of any project costs) to ensure proper planning, management and completion of the project described in this agreement;
2. Has adequate administrative controls, personnel standards, evaluation procedures, availability of in-service training and other policies as may be necessary to promote the effective use of federal funds.

### **B. DRUG FREE WORKPLACE**

The bidder certifies that it will provide a drug-free workplace by implementing the provisions of 29 CFR 94.100-230.

### **C. CERTIFICATION OF NON-DELINQUENCY**

The bidder certifies that it is not delinquent on any federal debt.

### **D. NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

1. The bidder assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the WIOA of 2014, as amended, including the Nontraditional Employment for Women Act of 1991 (where applicable); Title IV of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR, Part 38. The bidder understands that the United States has the right to seek judicial enforcement of this assurance;
2. The bidder certifies that it has developed and will maintain a "Method of Administration" pursuant to 29 CFR part 38.54; and
3. The bidder certifies that during the two (2) years preceding this agreement, it has incurred no findings of noncompliance with laws or regulations regarding civil rights or discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA, WIOA, or other federally funded programs.

**E. CONFIDENTIAL INFORMATION AND DATA**

The bidder understands the necessity to protect all customer information and will establish special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction.

**F. SUBMISSION OF DOCUMENTATION UPON AWARD**

Should the bidder be selected for funding, the proposing bidder provides the specific assurance that all required documents specified in this RFQ, including but not limited to, required proof of insurance coverage, and any supporting documents, including but not limited to, an original signed Memorandum of Understanding (if applicable). Additionally, the bidder, if selected for funding, assures that it will negotiate and finalize the contract for services in good faith.

These assurances are made with the full knowledge and consent of the signing bidder. In the event that all required documentation is not submitted as required herein, the MCWIC, at its option, may rescind any previous award and immediately proceed and make an award to the next highest scoring bidder.

Name and Title of Authorized Representative (please type)

_____	_____
Name	Title
_____	_____
Signature	Date

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, "Debarment and Suspension," 29 CFR Part 98, Section 98.300-330, "Participants' Responsibilities."

- A. The prospective recipient of federal funds certifies, by submission of this quote, the Instructions (page 19) have been read and understood, and that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  
- B. Where the prospective recipient of federal funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this quote.

Name and Title of Authorized Representative (please print or type)

_____	_____
Name	Title
_____	_____
Signature	Date