

Workforce Development Board of Madera County

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Human Resource Hotline

REQUEST FOR QUOTES(S)

Workforce Development Board of Madera County

2037 West Cleveland Avenue

Madera, CA 93637

(559) 662-4500

Issue Date	October 10, 2017
Deadline for Submissions	October 27, 2017
Tracie Scott-Contreras, Deputy Director E-mail: tscott-contreras@maderaworkforce.org Fax: (559) 673-1794	
Technical Assistance: Written questions only, for fastest service, please use e-mail or fax. Questions and answers will be available to bidders by e-mail or for pick up at the Workforce Development Board of Madera County. Questions may not be answered in the order received.	

THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY

Invites your application to provide

Human Resource (HR) Hotline Services

DEADLINE AND TIMEFRAME FOR INITIAL SUBMISSION

An original quote, five (5) hard copies of each 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 container, labeled on the outside with the name of your agency and the proposed activity. **Quotes not in a sealed container 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.

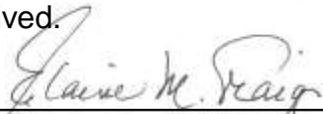
All quotes must be received in the administrative office of the Workforce Development Board of Madera County (WDB) on or before **4:00 p.m., Friday, October 27, 2017.** Send or deliver to:

Tracie Scott-Contreras, Deputy Director
Workforce Development Board of Madera County
2037 West Cleveland Avenue
Madera, CA 93637

This deadline applies to all methods of submittal, whether hand-delivered or mailed, to the WDB administrative office. **NOTE:** Faxed 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 stamped by the WDB administrative office on or before the deadline. Persons who hand-deliver quotes will be issued a receipt. Late quotes will not be accepted. The WDB 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 Tracie Scott-Contreras, Deputy Director, at the address listed above, via facsimile to 559-673-1794, or via e-mail to tscott-contreras@maderaworkforce.org.

The deadline for submission of questions is **4:00 p.m. on October 21, 2017.** All questions will be answered in writing only via email and will be posted on our website at www.maderaworkforce.org. Questions may not be answered in the order they are received.



Elaine M. Craig, Executive Director

TABLE OF CONTENTS

	<u>Page</u>
Competitive Procurement Time Table	5
Section I: Introduction	6-12
A. Request for Quotes Overview	6
B. Selection of Vendor	6
C. Term of Services	6
D. Solicitation	7
E. Issuing Agent/Authorized Contact	7
F. Technical Assistance	8
G. Best Value Evaluation Process	8
H. Quote Review and Evaluation Process	8-9
I. Phase II Rating Criteria	9
J. Failed Competition	9-10
K. Appeals Process	10
L. General Quote Conditions	10-11
M. Costs Incurred by Bidders	11
N. Accuracy and Completeness	11
O. Withdrawal of Quotes	11
P. General Reservations	11
Q. Standing of Bidder	12
Section II: Scope of Services	13
A. Human Resource Hotline	13
B. References	13
C. Cost of Services	13
Section III: Agreement Requirements	14-15
A. General Agreement Conditions	14
B. Contract Negotiations	14-15
C. Agreement Modifications	15
Section IV: Quote Format	16
A. General Preparation Guidelines	16

	B. Quote Cover Page.....	16
	C. Quote Checklist/Table of Contents	16
	D. Quote Worksheet	16
	E. Pricing Worksheet	16
Section V:	Forms	17-20
	Quote Checklist/Table of Contents	17
	Quote Cover Page.....	18
	Quote Worksheet	19
	Pricing Worksheet	20
Section VI:	Required Certifications	21-24
	Instructions for Certifications	21
	Assurance and Certifications	22-23
	Certification Regarding Debarment.....	24

Competitive Procurement Time Table

Activities	Responsible Party	Date	Time/Place
1. Release of Request for Quotes	WDB Staff	10/10/17	By 5:00 p.m. / WDB 2037 W. Cleveland Ave. Madera, CA 93637
2. Deadline for Submission of Questions	Bidder	10/21/17	By 4:00 p.m. tscott-contreras@maderaworkforce.org
3. Submission of Quote	Bidder	10/27/17	By 4:00 p.m. / WDB 2037 W. Cleveland Ave. Madera, CA 93637
4. Panel Review For Responsiveness and Quality	Evaluation Panel	11/1/17	WDB 2037 W. Cleveland Ave. Madera, CA 93637
5. Preliminary Award Announcement	WDB Staff	11/6/17	By 5:00 p.m./WDB Posted on Website/Via Email
6. Written Protest Due	Bidder	11/13/17	By 5:00 p.m. / WDB 2037 W. Cleveland Ave. Madera, CA 93637
7. Protest Hearing – If Necessary	WDB Executive Director	TBD	TBD
8. Award of Contract	WDB	12/21/17	5:00 p.m. / WDB 2037 W. Cleveland Ave. Madera, CA 93637
9. Contract Negotiations	WDB Staff	By 12/31/17	WDB 2037 W. Cleveland Ave. Madera, CA 93637

SECTION I: INTRODUCTION

A. Request for Quotes Overview

The Workforce Development Board of Madera County (WDB) is requesting individual Request for Quotes (RFQ) from qualified consultants, trainers or organizations to provide the following services:

- Human Resource Hotline

B. Selection of Vendor

1. The primary consideration in selecting a qualified vendor will be an evaluation of the applicant's past experience in successfully providing the services being requested, or similar services, cost reasonableness, and administration and oversight.
2. All quotes will receive equal consideration for funding and determinations will be based upon the applicant'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 WDB; and
2. Documentation of compliance with procurement standards under the Workforce Innovation and Opportunity Act (WIOA) applicable Office of Management and Budget 2 CFR 200.318-323, et seq.

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 vendor 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 January 1, 2018 to December 31, 2018, with options for up to three (3) additional years of services, for a term not to exceed four (4) years.

Approval of the vendor services contract is contingent upon final WDB approval, and continued funding from the United States Department of Labor and the State of California.

D. Solicitation

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

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

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

This RFQ was developed pursuant to 20 CFR Part 679, et al, the Workforce Innovation and Opportunity Act Final Rule, and the Workforce Innovation and Opportunity Act of 2014.

E. Issuing Agent/Authorized Contact

This RFQ has been issued by the WDB. The authorized representative of the WDB 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 WDB 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 WDB staff or board members, may constitute grounds for rejection by the WDB of the bidder's quote.

The above stated restriction on bidder contact with WDB staff or board members shall apply until the WDB has awarded and signed a contract with a provider of service(s).

F. Technical Assistance

Request for technical assistance may be made only in writing, either by U.S. Mail, fax at (559) 673-1794 or **preferably by e-mail to tscott-contreras@maderaworkforce.org**.

The WDB advises that prospective bidders should periodically check the WDB website 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 WDB is not obligated to accept the lowest cost response. At the WDB'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 WDB. Such considerations may include:

- Qualifications of key staff
- Relevant project experience
- Environmental considerations
- 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 WDB 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 WDB, 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: WDB staff will initially evaluate each quote 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: A rating team will evaluate for acceptability all quotes forwarded from WDB staff for consideration, 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. 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 WDB and/or other WIBs;
- d. Resumes of executives and staff assigned to this project; Narrative description of work to be performed and how it will be performed;
- e. Project Implementation.

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 Madera County.

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

J. Failed Competition

The WDB 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 WDB 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 WDB. 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 WDB-approved RFQ process has not been followed.

All appeals must be submitted in writing to the WDB 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 Executive Director for merit, the appeal will be elevated to the WDB. Appeals received after the established deadline will not be accepted.

The decision made by the WDB as to which quote(s) are selected will be final.

L. General Quote Conditions

1. 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 WDB.
2. 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.
3. The WDB will only accept quotes for the service(s) requested. Quotes submitted for services not included in this RFQ will be rejected.
4. The quote submitted in response to this solicitation is not a legally binding document; however, the contract based on the quote after negotiation becomes legally binding once both parties have signed it. All quotes submitted become the exclusive property of the WDB.
5. All responses received are subject to the "California Public Records Act". While the WDB 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.

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

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

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

The contract offer of the WDB 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 WDB or any other funding source; poor past or current service performance with the WDB or any other funding source; or current disputed or disallowed costs with the WDB or any other funding source.

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

SECTION II: SCOPE OF SERVICES

Requested Services

The WDB is seeking quotes from interested and qualified vendors/individuals who have experience providing HR advice and solutions.

A. Human Resource Hotline:

1. Provide a toll free telephone number for local businesses to call and receive live, legally compliant advice pertaining specifically to Human Resource related topics/issues. Describe how you will insure that business owners that prefer to communicate in Spanish will also be adequately served.
2. Describe how you will ensure that advice provided through the HR Hotline is legally compliant.
3. Provide a list of the type of HR questions that will be covered and questions that will not be covered.
4. Describe how you will respond to HR issues that you are unable to provide an answer for.
5. Describe the process you will implement to elevate non-HR issues and requests for assistance to WDB staff, i.e., the business is in need of financial assistance.
6. Describe how you will record usage and provide reports to WDB staff, i.e., elevate trends and data.
7. Provide the number of staff that will be assigned to the HR Hotline and the chain of command.
8. Describe how you will work collaboratively with designated WDB staff contacts to assist with and support marketing and outreach efforts to local businesses regarding the availability of the HR Hotline.
9. What is the maximum time for returning calls to employer?

B. References:

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

C. Cost of Services

Complete the Pricing Worksheet on page 21.

SECTION III: AGREEMENT REQUIREMENTS

A. General Agreement Conditions

Should your agency be selected, you will then complete contract negotiations. In order for an agreement to be executed, you must meet certain requirements with the WDB. These requirements include, but are not limited to:

1. All agencies are required to be an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO) as defined by the WIOA Section 188 and the implementing regulations. If selected for funding, an agency may be required to submit its AA/EEO plan. Agencies without an approved plan may adopt the WDB's AA/EEO plan.
2. 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 meet certain requirements with the WDB.

All contracts will be effective January 1, 2018 or on the date the final contract is signed. All contracts must be finalized by December 31, 2017. All contractors must be able to provide services within 30 days of the beginning of the contract period.

The contract offer of the WDB may contain additional terms or terms different from those set forth in this RFQ. The WDB 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 WDB reserves the right to:

1. Recommend appropriate action to 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 WDB staff or Board, as applicable. Services may not begin until 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 WDB.
5. Re-negotiate provisions of the contract at the time of each annual contract renewal, up to a total of three (3) annual renewals.

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 WDB's approval and a modification to the agreement. All requests for modification must be submitted to the WDB 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. These page numbers must then be inserted into your Table of Contents (Quote Checklist).

B. Quote Cover Page

The Quote Cover Page to be used in the submission of all quotes is included in this RFQ on page 18. 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 Checklist/Table of Contents

The Quote Checklist on page 17 identifies all narratives, exhibits, forms and certifications that must be submitted with your quote. This sequence must be followed in assembling the completed quote. The Quote Checklist will serve as your Table of Contents.

D. Quote Worksheet

Complete the Quote Worksheet on page 19. Provide the information requested in items A through C on the Quote Worksheet. Responses must be inserted after each of the items that you are responding to. Keep responses as concise as possible while providing all the information requested.

E. Pricing Worksheet

Provide the annual cost for the HR Hotline on the Pricing Worksheet on page 20. Include a narrative description of the specific costs and other criteria used to calculate the annual price for the service.

SECTION V: FORMS

QUOTE CHECKLIST/TABLE OF CONTENTS

This Quote Checklist identifies all the narratives, exhibits (forms) and certifications that must be submitted with your quote. Follow this sequence in presenting your quote, with the checklist serving as the Table of Contents. In the second column, indicate the page number where that information can be found in your quote.

QUOTE TABLE OF CONTENTS	Page #	Verified (√)
Quote Cover Page		
Quote Checklist/Table of Contents		
Quote Worksheet		
Pricing Worksheet		
Assurance and Certifications		
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions		

QUOTE COVER PAGE

Original
Copy

Agency Name:	
Address:	
Agency Telephone #:	Agency Fax #:
Contact Person:	Contact Phone #:
Contact Fax #:	Contact E-mail:
<p>CERTIFICATION OF QUOTE CONTENT</p> <p><u>Duplication of Services and Conflict of Interest</u></p> <p>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.</p> <p><u>Cost/Pricing Data and Quote Content</u></p> <p>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 WDB 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 WDB that are part of the result of submitting this quote.</p> <p>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.</p> <p>_____ Signature of Authorized Representative</p> <p>_____ Date</p> <p>_____ Title of Authorized Representative</p>	

QUOTE WORKSHEET

The vendor 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. Human Resource Hotline:

1. Provide a toll free telephone number for local businesses to call and receive live, legally compliant advice pertaining specifically to Human Resource related topics/issues. Describe how you will insure that business owners that prefer to communicate in Spanish will also be adequately served.
2. Describe how you will ensure that advice provided through the HR Hotline is legally compliant.
3. Provide a list of the type of HR questions that will be covered and questions that will not be covered.
4. Describe how you will respond to HR issues that you are unable to provide an answer for.
5. Describe the process you will implement to elevate non-HR issues and request for assistance to WDB staff, i.e., the business is in need of financial assistance.
6. Describe how you will record usage and provide reports to WDB staff, i.e., elevate trends and data.
7. Provide the number of staff that will be assigned to the HR Hotline and the chain of command.
8. Describe how you will work collaboratively with designated WDB staff contacts to assist with and support marketing and outreach efforts to local businesses regarding the availability of the HR Hotline.
9. What is the maximum time for returning calls to employer?

B. References:

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

PRICING WORKSHEET

Service to be Provider	Annual Cost
Human Resource Hotline	
Narrative Description of elements of Price calculation including line item costs, as applicable:	

SECTION VI: REQUIRED CERTIFICATIONS

INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this quote, the prospective recipient of federal-assistance 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-assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the WDB may pursue available remedies, including suspension and/or debarment.
- B. The prospective recipient of federal-assistance funds shall provide immediate written notice to the person to whom this quote is submitted if at any time the prospective recipient of federal-assistance 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-assistance 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 WDB.
- E. The prospective recipient of federal-assistance 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 assistance 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 WIOA funds.

B. DRUG FREE WORKPLACE

The bidder certifies that it will provide a drug-free workplace by implementing the provisions of 29 CFR 98.630.

C. CERTIFICATION OF NON-DELINQUENCY

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

D. NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS OF WIOA (29 CFR, PART 38) and WIOA Section 188

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 system for recordkeeping and documentation of other affirmative obligations compliant with 29 CFR Part 38, Subpart B.
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 the WIOA.

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 WDB, 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 98.510, "Participants' Responsibilities." The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- A. The prospective recipient of federal assistance funds certifies, by submission of this quote, the Instructions (page 22) 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 assistance 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