

# Houston-Galveston Area Council Gulf Coast Workforce System Request for Proposals

Section 1	Introduction.....	6 Pages
Section 2	General Requirements.....	7 Pages
Section 3	Workforce Solutions .....	58 Pages
	▪ Employer Service	
	▪ Career Office	
	▪ Financial Aid Payment Office	
	▪ Financial Aid Support Office	
	▪ Early Education and Care Quality	
	▪ Community and Youth Projects	
	▪ Staff Training and Development	
Section 4	Adult Education .....	8 Pages
Section 5	Resources	
Section 6	Boilerplate	

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<http://h-gac.com>

# Gulf Coast Workforce System Request for Proposals Introduction

## Purpose of this Request

The Houston-Galveston Area Council (H-GAC) solicits qualified organizations to operate the Gulf Coast Workforce Board's regional system, currently known as Workforce Solutions. Workforce Solutions helps employers meet their employment needs and individuals build careers in a 13-county area of southeast Texas. Approximately \$175 to \$200 million is available to provide services for more than 400,000 businesses and people for a first year contract.

- **Section 1** of this request is the introduction. It provides information about the proposal process.
- **Section 2** of this request contains general requirements, including a summary of the franchise requirements for Workforce Solutions contractors.
- **Section 3** of this request contains the bid specifications and instructions on how to submit a proposal for the following: Employer Service (section 3.1), Career Office (section 3.2), Financial Aid Payment Office (section 3.3), Financial Aid Support Office (section 3.4), Early Education & Care Quality (section 3.5), Community and Youth Projects (section 3.6), and Staff Training and Development (section 3.7).

A bidder may not respond to both the Employer Service (section 3.1) and Career Office (section 3.2) sections.

A bidder who responds to the Financial Aid Payment Office (section 3.3) may not respond to the Financial Aid Support Center (section 3.4) request.

- **Section 4** of this request contains the bid specifications and instruction on how to submit a proposal for adult education and literacy instruction.
- **Resources** for submitting a proposal include information on current operations.
- **Boilerplate** includes H-GAC's current contract articles and management policies, as well as required forms for proposal submission.

# Submission Requirements

## Deadline

The deadline for receiving responses to this request is **12:00pm (noon) Central Daylight Time on Thursday, June 1, 2017**. H-GAC will not accept late proposals and will make no exceptions.

## Submitting a Proposal

Bidders may produce printed proposals or deliver proposals on computer storage media (portable USB drive or CD). All proposals must be assembled in the order outlined in the individual part of this request to which a bidder is responding.

**For printed proposals:** (1) Format using a 12-point font and 1.5 line spacing, (2) Staple or bind hard copies in the upper left hand corner, and (3) provide **ten complete copies** of your proposal.

**For proposals on computer storage media:** (1) Use a standard CD-RW disc or portable USB drive (2) Provide your proposal in Microsoft Word or Adobe pdf format (do NOT password protect files), and (3) include one set of signed original proposal submission documents (proposal cover page and all declarations, assurances and certifications pages). H-GAC is not responsible for unreadable computer discs.

- ✓ Mail proposals to Deborah Duke, Human Services Department, Houston-Galveston Area Council, Post Office Box 22777, Houston, Texas 77277-2777. Be sure your submission is **postmarked by no later than Friday, May 26, 2017**.
- ✓ Deliver proposals by hand prior to deadline to H-GAC offices at 3555 Timmons Lane, **Suite 100**, Houston, Texas from 8:00 AM to 5:00 PM Monday through Friday. Address your submission to Deborah Duke, Human Services Department, Houston-Galveston Area Council.

After the deadline, H-GAC will notify each bidder in writing of our receipt of its proposal.

## Bidders Conference

H-GAC will hold a bidder's conference on **Wednesday, May 3 at 10:00 a.m. at 12148-B Gulf Freeway, Houston, Texas 77034** in the Workforce Solutions – Southeast office. We will make a brief presentation about this request and take questions.

- Until the date of the bidder's conference, if you have questions about this request, please direct them in writing to Deborah Duke through email [deborah.duke@h-gac.com](mailto:deborah.duke@h-gac.com) or through mail to Ms. Duke at H-GAC, Post Office Box 22777, Houston, Texas 77227-2777.

- Following the conclusion of the bidder's conference, we will no longer accept questions. We will post questions we have received with answers on the H-GAC <http://h-gac.com> and Workforce Solutions [www.wrksolutions.com](http://www.wrksolutions.com) websites within four working days after the conference.

## Where to Find the Request For Proposals

The request with all attachments is available for download at

<http://www.h-gac.com> in the RFP/RFQ section, and <http://wrksolutions.com/rfp>

Additional resources for preparing bids will be available on Workforce Solutions web site.

Bidders may request a paper version of the request by writing, emailing or calling Deborah Duke, Human Services Department, Houston-Galveston Area Council, Post Office Box 22777, Houston, Texas 77227-2777, [Deborah.Duke@h-gac.com](mailto:Deborah.Duke@h-gac.com), 713.627.3200.

## Evaluation Criteria and Process

### Selection and Evaluation

H-GAC will review and evaluate proposals on the basis of:

- ✓ Relevant experience in managing an operation similar to that on which the organization is bidding – including qualifications of personnel the bidder offers to operate the business function, as well as business references (30 points)
- ✓ Approach to managing operations in Gulf Coast workforce system (40 points)
- ✓ Financial terms and the financial stability of the bidding organization (30 points)

H-GAC's evaluation process includes: review and scoring by Workforce Board staff members; review and recommendations from the Board's Procurement Committee; review and approval by the Workforce Board; and review and approval by the H-GAC Board of Directors.

Board staff may arrange for bidders to make presentations and answer questions before the Procurement Committee's review. We will notify bidders if we choose to do this.

H-GAC will notify all bidders in writing of results of the review process.

## Performance Period

H-GAC will negotiate a contract with successful bidders to begin on or around October 1, 2017. The first year contracts will extend through September 30, 2018. We may renew contracts for up to three additional years (through September 30, 2021) depending upon an annual review of performance, availability of additional funds, and annual approval of the Gulf Coast Workforce Board and H-GAC Board of Directors.

## Notification and Protest

H-GAC will notify all bidders in writing of (1) the receipt of their proposals at H-GAC and the status of these proposals in the review process, (2) the date, place and time of Workforce Board and H-GAC Board of Directors' meetings, and (3) the final outcome of the review process.

Bidders who believe that they have been treated unfairly or that there is a violation of federal law or regulation may file a protest. The following procedures govern the filing of all protests.

1. A bidder may file a protest after the Procurement Committee makes its recommendations. A bidder must file the protest in writing to: Mike Temple, Director, Human Services, Houston-Galveston Area Council, 3555 Timmons, Suite 120, P.O. Box 22777, Houston, Texas 77227-2777, 713.627.3200, at least three working days before the scheduled meeting of the Gulf Coast Workforce Board meeting at which the funding recommendations will be reviewed. Bidders who file a protest are encouraged to attend the full Board meeting and to address the Board in open session.
2. Following the Workforce Board meeting, a bidder may file a protest by writing to Jack Steele, Executive Director, Houston-Galveston Area Council, 3555 Timmons, Suite 120, P.O. Box 22777, Houston, Texas 77227-2777, 713.627.3200, at least three working days before the scheduled meeting of the H-GAC Board of Directors at which the Workforce Board's decisions will be reviewed. Bidders who file a protest are encouraged to attend the full Board meeting and to address the Board in open session.
3. Following the final decision by the H-GAC Board of Directors, a bidder may file a protest with the Texas Workforce Commission. The Commission reviews protests only after H-GAC's process has been exhausted. Protests filed with the Commission are limited to the following issues: (a) violation of federal law and regulation, and/or (b) violation of protest procedures or failure to review a protest. To file a protest on this level, write to Brenda Williams, Workforce Quality Assurance Manager, Houston-Galveston Area Council, Post Office Box 22777, Houston, Texas, 77227-2777, 713.627.3200.

# Bid Requirements

## Conditions of Bid

1. H-GAC may accept or reject any or all responses under this request.
2. H-GAC is not obligated to contract with any respondent to this request.
3. H-GAC may change any part of this request at any time prior to the submission deadline.
4. H-GAC will not pay for any expenses incurred prior to the execution date of a contract or any expenses incurred after the termination date of the contract.
5. A bidder may submit multiple bids responding to a combination of requests. A bidder may not submit a bid to operate both Employer Service (section 3.1) and Career Offices (section 3.2). A bidder who responds to the Financial Aid Payment Office (section 3.3) request may not respond to the Financial Aid Support Center (section 3.4) request.
6. Consortiums, joint ventures, or teams submitting a proposal will not be considered responsive to the request unless they have demonstrated in the proposal narrative that all contractual responsibility rests solely with a lead contractor.
7. Lead contractors assume full responsibility for ensuring that work which is subcontracted is complete and delivered on-time.
8. Materials submitted to H-GAC as a part of this proposal are considered public information unless otherwise noted in the proposal itself as trade secret or proprietary information. H-GAC is not responsible for the return of any part of a submission, including creative examples of work.
9. Funding of any contract is contingent upon receipt of funds from the State of Texas and/or the United States.
10. H-GAC will negotiate contracts from bids selected under this request and may alter any part of a proposal in negotiating the contract.
11. H-GAC will negotiate contracts to begin no later than October 1, 2017 and extend through September 30, 2018. Contracts may be renewed each year for up to three additional years (through September 30, 2021) depending upon an annual review of performance, availability of funds, and annual approval of the Workforce Board and H-GAC Board of Directors.
12. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this Request may have any contact outside of the formal review process with any employee of H-GAC, any member of the Gulf Coast Workforce Board, or any member of the H-GAC Board of Directors for purposes of discussing or lobbying on behalf of bidder's proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of

personal contact. H-GAC will reject proposals of those bidders who violate this condition.

13. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this Request may offer any favor, gratuity, inducement, or anything of monetary value to any employee of H-GAC, any member of the Gulf Coast Workforce Board, or any member of the H-GAC Board of Directors for purposes of influencing the evaluation of a proposal submitted under this Request. H-GAC will reject proposals of those bidders who violate this condition.

## Assurances and Certifications

Please complete and sign the following forms and attach them to your proposal:

1. General Assurances and Certifications
2. Certification Regarding Debarment
3. Statement of Certification Regarding Title VI
4. Certification Regarding Lobbying
5. Certification for a Drug-Free Workplace
6. State Franchise Tax Certification
7. State Assessments Certification
8. Conflict of Interest Questionnaire
9. Financial Declaration Disclosures

## Conflict of Interest Questionnaire

Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with H-GAC to file a Conflict of Interest Questionnaire (CIQ) if they have an employment or other business relationship with an H-GAC officer or an officer's close family member. The CIQ must be completed and filed with the bid/proposal response if an employment or business relationship defined in the law exists.

We have attached the questionnaire. You may also obtain the form and read more about it at [https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm). H-GAC's Board of Directors and officers are listed at <http://h-gac.com/board-of-directors/default.aspx>.

## Houston-Galveston Area Council Contact Information

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