

Invitation for Bid
For
Incentive Assistance Program
Brazos Valley Workforce Development Area

WORKFORCE SOLUTIONS BRAZOS VALLEY BOARD

P.O. Drawer 4128

Bryan, Texas 77805

(979) 595-2800

Issuance Date: August 23, 2010

Bid Question Submission Date: August 31, 2010 (5:00 pm)

Bid Answer Posting Date: September 3, 2010 (8:00 am)

Bid Deadline Date: September 30, 2010 (4:00 pm)

Contract Start Date: NLT November 4, 2010

Workforce Solutions Brazos Valley Board

Invitation for Bid

Incentive Assistance Program

The Workforce Solutions Brazos Valley Board is a volunteer body instituted in accordance with the Texas Workforce Act (HB 1863 and SB 642). The primary responsibility of the WSBVB is to provide policy and program guidance, to plan regionally for Workforce programs, and to exercise independent oversight of local workforce activities, in partnership with local government.

The mission of the Workforce Solutions Brazos Valley Board is to assure to the extent feasible within the appropriated resources, that the residents and employers of the Brazos Valley region of Texas have access to and receive the highest quality of workforce development services designed to prepare individuals for productive employment, and to provide employers with a capable and competitive workforce.

The Workforce Solutions Brazos Valley Board (WSBVB) is a partnership between regional representatives of private/public industry, community-based organizations, education, public interest groups, organized labor, and human services that are committed to the planning, policy-making and evaluation of all workforce related programs in the Brazos Valley region. Representatives of the private sector constitute a majority of the Board membership. Up to thirty-six members from Brazos, Burleson, Grimes, Leon, Madison, Robertson and Washington Counties are selected by the region's seven county judges (chief elected officials), to serve on the board. The Brazos Valley Council of Governments (BVCOG), a consortium of local governments in Brazos, Burleson, Grimes, Leon, Madison, Robertson and Washington Counties, is the administrative and fiscal agent for the WSBVB.

REQUESTED SERVICES

ARBOR E&T, LLC, the Subcontractor for Workforce Solutions Brazos, is funded on an annual basis from October 1 to September 30 to manage the one-stop system designed to provide services to employers and job seekers. Management of these centers includes the provision of supportive services assistance. Eligible customers receive such supportive services on a weekly basis in order to successfully complete their required activities. The Incentive assistance is proposed to be provided in

denominations of fifty and/or one hundred dollars via a gift card or some other system that can be used by the customer ONLY to purchase goods for the amount on the card. The cards must be accepted at all locations throughout the Brazos Valley area. The cards must be accepted at numerous retail outlets throughout the Brazos Valley area to include the seven counties listed above.

The goal of the project is to implement an incentive assistance program, through a incentive card or other viable system, for eligible customers that are abuse-proof and easily tracked in its distribution, usage, and reconciliation. Just as importantly, the card/voucher must be able to be used in numerous outlets throughout all parts of the Brazos Valley area.

ARBOR E&T, LLC workforce center staff will determine eligibility of the customer at centers and will be responsible for the distribution and reconciliation of issued cards/voucher.

The following minimum requirements will be necessary for the successful completion of the project:

1. Provide an assistance card/voucher system or mechanism that is portable, abuse-proof, and usable at numerous locations during normal operating hours.
2. The cards/vouchers should be available in fifty and one hundred dollar denominations.
3. Aside from a justifiable handling fee, if any, the cost of the cards/vouchers shall be for the same face amount of the cards/vouchers.
4. The cards/vouchers must be provided on a timely basis each month and/or on a time frame mutually agreed upon.
5. Shipping and handling fees must be reasonable.
6. The provider must have a history of providing such services.
7. All information required in this IFB must be provided by the mandated deadline.
8. The provider must have financial capacity to provide services within 15 days after notification of contract award.

This contract will start October 1, 2010 and end September 30, 2011. It may be renewed 4 times in one year contracts depending upon funds availability and performance.

REQUIREMENTS FOR RESPONSE:

Interested providers may submit a bid to:

**Joseph Bienski
Workforce Solutions Brazos Valley Board
PO Drawer 4128
Bryan, TX 77802
jbienski@bvcog.org**

Bids must be received no later than September 30, 2010 by 4:00PM. Bids may be submitted by mail to the above address. Bids received after the due date and time will not be considered. Hand delivered Bids may be submitted at the Board Administrative Office, 3991 East 29th Street Bryan, Texas 77802, ATTN: Incentive Assistance IFB. Please note no mail is delivered to this address. Mailed submissions must be sent to the PO Box noted above.

Bid Format:

Submit one original signed bid plus two exact copies. All responses must be **typed** on 8 ½ by 11-inch paper with all pages sequentially numbered and either stapled or bound together. Please do not use any font size smaller than 12 point. Please do not use any binders and do not submit any documents not specifically required in the IFB.

Complete and Submit the following Attachments A – F

Attachment A, Cover Sheet - If the vendor is a Historically Underutilized Business (HUB), the HUB certification number must be included.

Complete all required information on Attachment A. The contract signatory authority listed here must also sign the necessary certifications in Attachments F through F.6.

Attachment B, Organizational Capacity

The following information, at a minimum, must be entered and submitted under Attachment B.

1. ORGANIZATION / VENDOR DESCRIPTION

- History / Background of Organization;
- Type of Business;
- Organizational Structure Description / Organizational Chart;
- Additional Vendor / Organization Information.

2. FISCAL CAPABILITIES

Briefly describe the equipment or services to be used/provided in financial capacity perspectives to ensure the prevention of system abuse, reconciliation of cards and billings to WSBVB

3. LIST OF BOARD OF DIRECTORS, OWNER, PRINCIPALS AND OFFICERS

Attachment C, Narrative

Submit a response to each of the following questions as Attachment C: Narrative:

1. How will you provide an assistance card/voucher system or mechanism for incentive assistance that is portable, abuse-proof, and usable at numerous locations during normal operating hours?
2. In what denominations will cards/vouchers be available?
3. What is the difference between the cost of the cards/vouchers and the face amount of the card/vouchers? Describe any handling fees or administrative fees.
4. How will you ensure that the cards/vouchers will be provided on a timely basis each month and/or on a time frame mutually agreed upon?
5. Describe your shipping and handling fees?
6. How will you ensure the prevention of system abuse and maximize the accessibility of locations and resources throughout the Brazos Valley Workforce Development Area?
7. Do you have the financial capacity to provide the requested services within 15 days of notice of contract award?

Attachment D, Demonstrated Effectiveness

List each similar contract that the Bidder has successfully executed in the last 3 years beginning with the most recent. Address items below for each contract:

- Geographic area where services were provided (city, county, state);
- Contract Award Amount;
- Contract Dates;
- Description of the goods and services offered;
- Other indicators of successful contract performance.

Attachment E, Cost Information

Demonstrate reasonable justification of cost using Attachment E as a guideline. Please specify any and all costs associated in carrying out the bidder's responsibilities resulting from this IFB. Additional pricing information may be attached as support for cost analysis. Provide financial savings that may be available through discounts on volume purchases.

Attachment F, Certifications

Complete Attachments F through F.6 and provide signatures from the signatory authority identified in Attachment A. The Contract Signatory Authority as indicated on the Cover Sheet in Attachment A must sign all certifications.

QUESTIONS REGARDING THIS RFP

Questions regarding this procurement should be directed to Joseph Bienski, (979) 595-2800, or email jbienski@bvcog.org no later than 5 PM August 31, 2010. Answers to questions received will be posted at www.bvjobs.org no later than 5 PM September 3, 2010.

VENDOR AGREEMENT

The period of performance of a vendor agreement issued pursuant to the IFB will begin no sooner than November 4, 2010 and terminate no later than October 30, 2011, with a one-year contract extension under mutually agreed terms and conditions between the vendor and Workforce Solutions Brazos Valley Board.

EVALUATION CRITERIA

The primary consideration in selecting individuals or organizations to deliver the requested services shall be the demonstrated ability to deliver the services at a reasonable cost to the Board.

Responses must receive an average score of at least 70 points according to the scoring criteria and be ranked one of the top three bids to be considered for contracting.

Scoring Criteria:	Demonstrated Effectiveness	30 points
	Narrative Responsiveness	30 points
	Cost	40 points
	Certified HUB	5 points
	Total	105 points

Bids achieving a score of 70 points and above will be presented to the WSBVB through its review committees for acceptance, modification, rejection and/or approval. Any contracts entered into based on bids submitted in response to this RFP and any extensions or renewals to such contracts may be subject to acceptance, modification, rejection and/or approval by the WSBVB.

BID CONDITIONS

1. The intent of this IFB is to identify various prospective contract alternatives and obtain estimates of cost for the incentive assistance program solicited. WSBVB is under no legal requirement to execute a contract on the basis of any bid received. Furthermore, this IFB does not commit WSBVB. to pay for any costs incurred in submitting a bid.
2. WSBVB reserves the right to accept or reject any and all bids received, cancel this IFB in part or in its entirety, or to reissue this IFB.
3. WSBVB reserves the right to waive any defects in this procurement process or to make changes to this solicitation, as it deems necessary. WSBVB will provide notification of such changes to all prospective bidders recorded in the official record (Distribution Log/Receipts Log) as having received an IFB.
4. WSBVB reserves the right to determine as reasonable, or unreasonable, the terms of all or part of any contract(s) resulting from this IFB. WSBVB reserves the right to require specific modifications to responses accepted before agreeing to a contract(s), including but not limited to:
 - a) Increase or decrease in specific line items of cost,
 - b) Modifications to project information,

- c) Other modifications, to bring the bid into compliance with all federal and/or state rules and regulation(s), requirements of this IFB, and/or Board Policies and Procedures.
5. WSBVB reserves the right to withdraw, reduce the amount of an award, or to cancel any contract(s) resulting from this procurement, as funding for this project is contingent upon receipt of funds from the Texas Workforce Commission and/or the U.S. Department of Labor.
6. WSBVB is not responsible for any costs incurred in services provided by a bidder prior to the commencement date of a contract resulting from this IFB.
7. No employee, officer or member of WSBVB, shall participate in the selection, development of a response to this IFB, award or administration of a contract(s) supported by the IFB if a conflict of interest, real or apparent, would be involved. No employee of WSBVB shall assist any bidder in the preparation of a bid.
8. Bidders shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to an officer, employee, or member of WSBVB. Bidders who submit a bid may not have any contact outside of the formal review process with any employee or member of WSBVB. Contact includes correspondence, telephone calls, meetings, and personal contact. Bids that violate this provision will be rejected.
9. All bids and any attachments, appendices, or other information submitted as a part of a response become the property of WSBVB. upon submission and may be printed, published, or distributed in any manner WSBVB deems appropriate, in accordance with open records laws, and applicable State and Federal policies and procedures.
10. Bidders shall not engage in any activity that restricts or eliminates competition. Violation of this provision will disqualify bid. This statement does not preclude joint ventures or subcontracts.
11. WSBVB reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected to receive an award for a contract. This may occur prior to or subsequent to any contract award. Misrepresentation of the bidder's ability to perform, as stated in the IFB may result in contract cancellation.
12. WSBVB reserves the right to contact any individual, agencies or employers listed in a bid, to contact others who have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and request additional information.

13. Solicitation and selection of bids must conform to Federal and State laws and regulations and local policies governing the procurement of goods and services. Successful bidders will be responsible for all applicable laws and regulations.

14. If selected for an award, the contents of a successful bid may become a contractual obligation. Failure of the Bidder to accept this obligation may result in contract cancellation. Bidder cannot plea for error or mistake as basis for release.

15. If issues of contract compliance, or questioned costs/disallowed costs exist, a contract with the selected bidder may be cancelled, and/or any outstanding payments withheld at the discretion of WSBVBLLC until such issues are satisfactorily resolved.

INQUIRIES AND APPEALS

The WSBVB and its administrative and fiscal agent BVCOG is the responsible authority for handling complaints or protests regarding the procurement and bid selection process. No protest shall be accepted by the State until all administrative mediation remedies have been exhausted by the WSBVB or/and BVCOG. This includes, but is not limited to: disputes, claims, protests of award or non-selection for award, source evaluation, or other matters of a contractual or procurement nature. Matters concerning violation of law shall be deferred to such authority as may have proper jurisdiction. The WSBVB reserves the right to withdraw or reduce the amount of the award under this RFP. WSBVB reserves the right to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources or due to legislative changes.

Respondent Inquiry and Appeal Process

STEP 1: Request for Debriefing – Respondents not selected by this procurement process may appeal the decision by submitting, within 10 days of the receipt of WSBVB notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their bid or offer was received and ranked. The WSBVB shall acknowledge receipt of the Request for Debriefing in writing within 10 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 10 days from the receipt of the Request for Debriefing. (NOTE: A debriefing is offered as a courtesy to any respondent or

respondent who is not selected for funding; the 10-day period must be adhered to only if a respondent or pro-poser is considering an appeal.)

STEP 2: Debriefing - The purpose of the debriefing is to promote the exchange of information, explain the bid evaluation system and help unsuccessful respondents understand why they were not selected. Debriefings serve as an important educational function for new respondents. Debriefings will help respondents improve the quality of future bids. Additionally, staff hears direct feedback to help improve future procurements.

STEP 3: Written Notice of Appeal - If, after the debriefing, the appealing party wishes to continue with the appeals process, they must submit to the WSBVB a Notice of Appeal. This written notice must clearly state that it is an appeal and identify the decision being appealed; the name, address, phone and fax number of appealing party; and the grounds of the appeal. The Notice of Appeal must be received by the WSBVB Director within 15 days of receipt of the notice of the status of their bid.

STEP 4: Formal Hearing - Upon receipt of the letter of protest, the WSBVB Chairperson or their designee shall contact the respondent to arrange for an appeals conference to be held within 21 days of the notice of protest. The Appeals Conference shall be held at a designated place and at a date and time to be mutually acceptable to both parties. An Appeals Committee shall conduct the Appeals Conference and shall consist of the Board Chairperson (or designee) who shall chair the committee, the Council Vice Chairpersons (or designees) and two staff persons appointed by the Board Chairperson. If, after a full review, a simple majority of the Committee votes to have the Board reconsider, the issue will appear on the agenda at the next regularly scheduled Board meeting.

ATTACHMENT A

COVER SHEET – INCENTIVE ASSISTANCE PROGRAM

Due: 4:00 PM September 30, 2010

Date and Time Submitted:

(Obtain receipt from WSBVB if response is hand delivered; if response is mailed, certified mail is recommended)

Submitted by:

Vendor / Agency:

Address:

STREET

CITY

STATE

ZIP

Contact Person:

TITLE

CONTACT PHONE NO.

Contract Signatory Authority:

SIGNATURE

TYPED NAME

TAX / LEGAL STATUS

_____ State OR Local Government Agency

_____ Union

_____ Community College/Higher Education Institution

_____ Non-profit

_____ Private for-profit

_____ Other

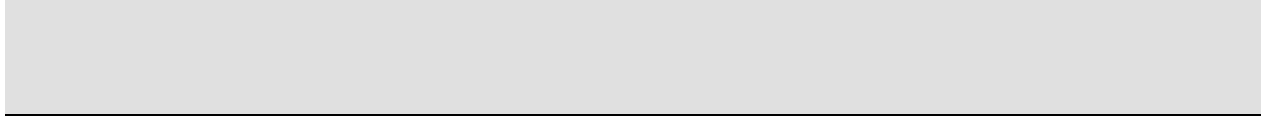
Federal Employer Identification Number:

Texas State Comptroller ID:

HUB Status:

HUB Certification Number:

ATTACHMENT B
ORGANIZATIONAL CAPACITY



LAST NAME FIRST MI SIGNATURE - DATE

Organization / Vendor Description

Fiscal Capabilities

List of Board of Directors, Owner, Principals, and Officers (or attach a copy of Articles of Incorporation or registered company format)

ATTACHMENT C
NARRATIVE

ATTACHMENT D
DEMONSTRATED EFFECTIVENESS

**ATTACHMENT E
COST INFORMATION**

Additional pricing information may be attached in support of cost analysis or bidding justification.

1. Fee Structure for Potential Unit Purchases

Fee Type	Units Purchased		
	100 cards	500 cards	1,000 cards
Administration Fee			
Shipping/Handling			
Other Fee (specify)*			

*Explain any other fees:

2. Volume Discount on Monthly Incentive Card Purchases

	Monthly Dollars Purchased		
	\$500	\$1000	\$5000
Dollar Amount			
Percentage			
Other Unit Available*			

*Explain other unit discounts available:

VENDOR NAME:

Phone/Fax No

Address:

Contact Person

Signature / Date:

ATTACHMENT F

CERTIFICATION OF BIDDING VENDOR

I hereby certify that the information contained in the Bid and any attachments is true and correct and may be viewed as an accurate representation of proposed goods and/or services to be provided by the organization. I certify that no employee of WSBVB has assisted in the preparation of this response. I acknowledge that I have read and understand the requirements and provisions of the IFB and that the organization will comply with applicable regulations and other applicable Federal, State and local rules and regulations and directives in the implementation of this program. I also certify that I have read and understand the "Governing Provisions and Limitations" stated in Part I, paragraph K of this IFB and will comply with the terms; and furthermore that

I, _____, certify that I am the _____ of the corporation,

(Typed name)

partnership, or sole proprietorship, or other eligible entity named as Bidder and Bidder herein and that I am legally authorized to sign this bid and submit it to WSBVB on behalf of said organization by authority of its governing body.

_____	_____
Authorized Representative Signature	Date
_____	_____
Authorized Representative Name	Title

ATTACHMENT F.1

**Certification Regarding
Debarment, Suspension, Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.150, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, 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.
- (2) Have not within a three-year period preceding this offer been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
- (4) Have not within a three-year period preceding this offer had one or more public transactions terminated for cause or default.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

Name and Title of Authorized Representative	
Signature	Date

ATTACHMENT F.2
DISCLOSURE OF INTERESTS

It is the fiscal policy of WSBVB that all persons or firms seeking to do business with WSBVB as the contractor provide the following information. Every question must be answered. If the question is not applicable, answer with "NA".

VENDOR: _____ FEDERAL ID# _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

ENTITY: Corporation () Partnership () Sole Owner () Association ()
Other ()

State the name of each "non-managerial employee" or "managerial employee" of the WSBV Board having an "ownership interest" constituting 5% or more of the ownership in the above named "firm".

Name Job Title

State the names of each "board member" of the WSBV Board having an "ownership interest" constituting 5% or more of the ownership in the above named "firm".

Name Board, Commission, or Committee

State the names of each employee or officer of a "consultant" for the WSBV Board who worked on any matter related to the subject of this contract and has an "ownership interest" constituting 5% or more ownership in the above named "firm".

Name Consultant

OTHER: _____
Name Job Title

Certification of Disclosure of Interests

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to WSBVB., contractor for Workforce Solutions Brazos Valley, as changes occur.

Name	Signature:
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(Type or Print)

Title:	Date:
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(Type or Print)

Witness Name:	Signature:
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(Type or Print)

Title:	Date:
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(Type or Print)

ATTACHMENT F.3

CERTIFICATION REGARDING LOBBYING AND DRUG-FREE WORKPLACE

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, and 682), and Department of Health and Human Services (45 CFR Part 76).

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

- (1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that

- may be imposed on employees for drug abuse violations in the workplace;
- (3) Providing each employee with a copy of the policy statement;
 - (4) Notifying the employees in the policy statements that as a condition of employment under a contractual agreement, employees shall abide by the terms of the policy statement and notifying the employer in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
 - (5) Notifying WSBVB within ten days of receipt of a notice of a conviction of an employee; and
 - (6) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

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

[Redacted]

[Redacted]

Name and Title of Authorized Representative

[Redacted]

[Redacted]

Signature Date

ATTACHMENT F.4

Federal Equal Opportunity and Non-Discrimination Statement

The Institution agrees to comply fully with Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and with all requirements imposed by or pursuant to the implementing regulation in 29 CFR Part 31 and 32. The Institution further assures that no person shall, on the grounds of race, color, religion, sex, national origin, age, physical handicap, mental disability, temporary medical condition, political affiliation or belief, be excluded from participation in, be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under the Workforce Investment Act.

As subcontracts and supplier contracts become necessary to carry out the requirements of this contract, Vendor covenants to make a good faith effort to contract with historically underutilized (disadvantaged) businesses certified by the State of Texas, as that term is defined by state law, to wit, Texas Government Code, section 481.101. Vendor shall make a good faith effort to let at least ten (10) percent of the total value of all subcontracts and supplier contracts for the performance of the activities required by this agreement to historically underutilized (disadvantaged) businesses.

Name and Title	Date
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Signature: _____

ATTACHMENT F.5

ASSURANCES AND CERTIFICATIONS

The Organizations or individual submitting a bid in response to a WSBVB Invitation for Bid, warrants and assures the following:

- 1) The information contained in this bid is true and correct;
- 2) The cost described in the bid budget accurately reflects the Bidder's cost of providing services or goods;
- 3) The organization or individual possesses the legal authority to offer this bid;
- 4) Each organization with respect to operation of WSBV funded program(s) or activities and all agreements or arrangements to carry out WSBV funded programs or activities, will comply with the nondiscrimination and equal opportunity provisions of the following laws, as they may apply to the specific program or activities under this IFB:
 - Title VI and VII of the Civil Rights Act of 1964, as amended;
 - Section 504 of the Rehabilitation Act of 1973, as amended;
 - Title IX of the Education Amendments of 1972, as amended;
 - The Age Discrimination Act of 1975, as amended;
 - Americans with Disabilities Act, as amended;
 - Non-traditional Employment for Women Act of 1991, as amended;
 - The assurances required for OJT programs pursuant to 29 CFR § 34.20;

And with all applicable rules and regulations promulgated there under.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ THESE ASSURANCES AND CERTIFICATIONS AND THAT I AM AUTHORIZED TO BIND THE ORGANIZATION I REPRESENT TO THESE REQUIREMENTS SHOULD THIS BID BE ACCEPTED FOR FUNDING BY WSBVB.

Organization's Name	

Signature of Authorized Representative	Date
_____	_____
Authorized Representative's Name	Title

ATTACHMENT F.6

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for-profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

_____ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas. (***Attach Back-up Documents***)

_____ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name and Title of Authorized Representative

Signature

Date