



BREWSTER CULBERSON EL PASO HUDSPETH JEFF DAVIS PRESIDIO

Request for Quotations

PY15-RFQ-264-100

Training Providers

Release Date

March 12, 2015

WebEx Conference Call

April 1, 2015, 8:30 – 9:30 A.M. Mountain Standard Time

Submission Deadline

June 1, 2015, 5:00 P.M. Mountain Standard Time

Purchase Order/Contract Issuance

June 11, 2015

Workforce Solutions Borderplex, Inc.

300 E. Main Street, Ste. 800

El Paso, Texas 79901

(915) 887-2200 p

(915) 351-2790 f

www.borderplexjobs.com

Workforce Solutions Borderplex, Inc., is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 711 (Voice) or 1-800-735-2989 (TTY). Workforce Solutions Borderplex, Inc., es un empleador de Igualdad de oportunidades de Empleo/Programas. Ayudas auxiliares y servicios están disponibles a solicitud para personas con discapacidades. Relay Texas: 711 (Voz) o 1-800-735-2989 (TTY)

Introduction

Workforce Solutions Borderplex, Inc., (WFSB) is a 501(c) (3) non-profit corporation, governed by twenty-five (25) member Board of Directors, appointed by Chief Elected Officials, Texas Senate Bill 642, Texas House Bill 1863, and Federal Workforce Investment Act of 1998.

The Workforce Board is composed of volunteer community leaders representing business, labor, education, economic development and government. The Workforce Board, oversight and fiscal agent of workforce development services, procurement of goods and services, which comply with federal/state regulations. The Workforce Board's primary responsibility is identifying workforce needs and issues of the Board region; provide policy and program guidance, evaluate workforce development programs and services affecting area employers, residents and job seekers.

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

General Information

Issuing Office. Workforce Solutions Borderplex, Inc., 300 E. Main Street, Suite 800, El Paso, Texas 79901, and available on Workforce Solutions Borderplex web site, www.borderplexjobs.com under Procurement section.

Procurement Standards. Procurement of goods and services under Federal assistance programs, shall comply with OMB Circular A-102, or A-110 (as applicable), supplemented by final rules, Office of the Governor, Uniform Grants Management Standards, TWC Financial Manual for Grants and Contracts. These guidelines require procurement process be conducted in a free and open competition, regardless of dollar amount or procurement method used. Additionally, awards are made to organizations possessing demonstrated ability to perform successfully under terms and conditions of contract.

Eligibility to Respond. Organizations and individuals are eligible to respond, adequate experience and capability to provide requested services defined and ensure compliance with ensuing contract and/or purchase order. Respondents must have proven record of past performance in providing requested services and are not debarred and/or suspended from conducting business with Federal and State funded agencies.

Submission Guidelines. Responses to RFQ shall be submitted through regular mail, certified mail-return receipt, express mail services, in-person, hand-delivered to:

Workforce Solutions Borderplex, Inc.
ATTN: Muriel Thomas-Borders, Contracts Administrator
300 E. Main Street, Suite 800
El Paso, Texas 79901
Phone: (915) 887-2220 /Fax: (915) 351-2790
E-mail: muriel.borders@borderplexjobs.com; procurement@borderplexjobs.com.

Organization and/or individuals considering response submission to RFQ shall submit their quotations based on information provided in Attachment A – Scope of Work.

Format. Responses submitted to RFQ should be typed, 12-pitch font, and receipted acceptance by Procurements section, will become property of the Workforce Board.

Cost. Clearly indicate cost offered for products requested. Conditions affecting cost of particular services, or price as a whole, should be clearly stated. The Workforce Board reserves the right to disqualify any quote where cost is deemed unclear.

Proposal Closing Date and Delivery Method. Procurement and Contracts unit representative must physically receive responses to RFQ no later than:

5:00 P.M. (MST), Monday, June 1, 2015

Responses to RFQ submitted thereafter will not be accepted for consideration.

Any reasonable delivery method, except facsimile or email may be used. Use of a traceable delivery method, such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended.

Background. A contract for services, developed from this RFQ, will be for one (1) year period. Any ensuing contract will be renewable, at sole discretion of the Workforce Board, for two (2) additional one year (1-year) extensions, subject to availability of funding, success of securing grant funding, and satisfactory performance.

A selection may include one (1) or more vendors to provide these services and will be with a responsible respondent(s) whose submission is determined best value to the Workforce Board, with price and other factors considered. Procurement of goods and services under Federal assistance programs, shall be in compliance with OMB Circular A-122 or A-110 (as applicable), as supplemented by final rules, by Office of the Governor, Uniform Grants Management Standards, and TWC Financial Manual for Grants and Contracts. These guidelines require procurement transactions be conducted in a manner that provides for maximum free and open competition, regardless of dollar amount or procurement method. Additionally, awards made to organizations possessing demonstrated ability to perform successfully under terms and conditions of contract. A response to this RFQ shall not be construed as a purchase agreement or contract, or as a commitment of any kind, nor does it commit the Workforce Board to pay for costs incurred prior to execution of a formal contract, unless such costs are specifically authorized in writing by Workforce Board.

The Workforce Board reserves the right to amend or withdraw this RFQ at any time, reject any and all proposals, and re-issue this RFQ.

WFSB will review and evaluate all submitted proposals received within specified submission timeframe. Selection of training provider(s) is based on WFSB requirement needs, availability, and cost. Training delivery timeline(s) based on need and availability of funds.

Services to be Procured. The Workforce Board is soliciting proposals from qualified vendor(s) for training services for general public and accessible courses for WFSB staff to attend.

ATTACHMENT A

SCOPE OF WORK

Training providers may propose class selections of fully developed courses available to the general public, and that are feasible and available to attend by WFSB staff. Courses available to general public should be submitted in course-outline format, class calendar, credit earned or certification, and total cost of attendance per student, to include books, materials and other relevant course materials.

Ability to Perform. Respondent has or shall obtain the means and personnel necessary to effectively implement the scope of work to ensure compliance with these requirements.

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

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

Materials, Supplies, and Equipment. Training providers may also submit customized training courses for WFSB staff, based on attached skills assessment – Attachment B. Training providers shall submit a course outline, expected outcome, cost per course or session (including development), and the cost of all resources, books, materials, proposed number of sessions, and the minimum and maximum number of attendees, and any additional fees. The training schedule, session length and duration should be flexible to meet WFSB staff availability to attend.

Proposal submission timeframe: Monday, March 16, 2015, through June 1, 2015.

In-person Delivery: Muriel Borders, Contracts Administrator, 300 E. Main, Suite 800, El Paso, TX 79901.

Questions (only typed/written accepted) by Respondents, shall be submitted and routed to Muriel Thomas-Borders, Workforce Board contact, muriel.borders@borderplexjobs.com, or Procurement e-mail address, procurement@borderplexjobs.com, till procurement is closed.

Questions will be posted to the Workforce Solutions Borderplex, Inc., website and responses to questions received shall be updated weekly, beginning April 1, 2015.

WebEx Conference Call: Wednesday, April 1, 2015, 8:30 A. M. – 9:30 A. M. (MST)

Bidder's Conference; Q & A, PY15-RFQ-264-100; Training Providers

Join WebEx.

Meeting Number: 807 443 889.

Meeting Password: 1234

ATTACHMENT B

SKILLS ASSESSMENT

- General Accounting Procedures
- Accounting Database (Sage) Basic & Reports
- Understanding/Following CFR, OMB, Super Circular, FMGC
- Payroll Taxes
- Writing - Business Plans, Emails, Memos, Letters
- Writing - Punctuation, Spelling, Formatting, Word Usage
- Project Management - Creating Plans, Timelines, Grant Charts
- Project Management - Establishing Benchmarks, Adjustments, Reliability, Staying on Target
- Analyzing Budgets
- Understanding Payroll Procedures/Taxes/Benefits
- Conducting/Understanding Statistical Data Analysis
- Creating/Understanding Reports/Spreadsheets
- Use of Excel/Outlook/PowerPoint/Word/Survey Applications/SharePoint
- Electronic Requisitions - Submitting/Approving
- Accessing/Understanding/Following HR Handbook, Program Guidelines, Policies, WD Letters

ATTACHMENT C

PROPOSAL COVER SHEET

Request for Quotations: Training Provider Services,
Workforce Solutions Borderplex, Inc.,
PY15-RFQ-264-100

Date and Time Submitted:_____ (Workforce Board Procurement Section will
provide receipt for hand-delivered responses; please use certified mail–return receipt requested).

Submitted by:

Legal Name of Respondent Agency:

Physical Address:

Mailing Address:

Contact Person: _____ Title: _____ Telephone #: _____

Fax #: _____ e-mail address: _____

Signature and Title of Authorized Individual/Designated Representative:

Signature

Title

Tax/Legal Status:

_____State Government Agency _____Local Government _____Union
_____Community College _____Local School District _____Non-Profit
_____Private for-Profit _____Other _____

Federal Employer Identification Number: _____

Texas State Comptroller ID Number: _____

Historically Underutilized Business (HUB):
HUB Certification Number _____