

REQUEST FOR QUOTES (RFQ)

For

TEXAS RISING STAR EVALUATORS

FOR TEXAS RISING STAR CERTIFICATION

By the
TEXOMA WORKFORCE
DEVELOPMENT BOARD
dba
Workforce Solutions Texoma

RFQ ISSUE DATE: July 26, 2010

RFQ RESPONSE DEADLINE: August 6, 2010

BACKGROUND ON THE TWDB

The Texoma Workforce Development Board (TWDB) is a volunteer body appointed by the Mayor of the City of Sherman and the County Judges of Cooke, Fannin, and Grayson Counties in accordance with Section 102 of the Job Training Partnership Act (JTPA), Public Law 97-300, as amended, (repealed July 1, 1999 and operating under the Workforce Investment Act (WIA) Public Law 105-220, and Texas Labor Code 302.062. As agreed by the TWDB and the Chief Elected Officials, the Texoma Workforce Development Board serves as the Administrative Entity/Grant Recipient and staff for the funds received for TANF, JTPA/WIA, SNAP E&T, and Child Care from the Governor of the State of Texas . The TWDB was certified by the Governor on October 11, 1997. The functional responsibility of the TWDB is to provide policy guidance for and to exercise oversight with respect to activities funded by the Board. Evaluator responsibilities are subject to change in conjunction with TWC or other oversight agency requirements.

The Board is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, education providers, representatives of child care providers, and public employment. Representatives of the private sector constitute a majority of the Board membership. Board meetings, generally held on the third Wednesday of the month at 12:00 p.m., are open to the public and all are welcome to attend. Issuance of the Request for Quotes is coordinated by the Texoma Workforce Development Board, located at 5904 Texoma Parkway, Sherman, TX 75090, under the direction of Janie Bates, Executive Director. It is further noted that the Board's intent by this solicitation is to continue and improve existing operations. Proposers are encouraged to offer enhancements within the proposed approach. All stated activities are presented as minimum specifications to ensure continuity, but are subject to negotiation.

PART 1.0 SCOPE OF THIS REQUEST

The purpose of the **Texas Rising Star Program** is to offer quality care that exceeds the State's Minimum Licensing Standards for health and safety, group size, child/staff ratios, caregiver training, and age-appropriate curricula and activities.

Objectives for **Texas Rising Star Certification** are:

- ❖ To improve the quality of child care offered in the Texoma Workforce Development Area by providing high quality child care options;
- ❖ To ensure that children are offered care that promotes their social, emotional, physical and intellectual development; and
- ❖ To promote early physical, emotional, social and intellectual development of children who are the state's future workforce;

Eligible Providers:

- A. Any child care provider that has a current agreement with the Board to serve subsidized children and that
 - Has the appropriate permanent license or registration from, and is in good standing with, the Texas Department of Family and Protective Services (TDFPS); or
 - Is regulated by the military; or
 - Is alternatively accredited by an organization approved by TDFPS as stipulated in Chapter 42, Subchapter E, of the Human Resource Codemay apply for Texas Rising Star certification. Any provider that is on Adverse Action, Corrective Action or Monitoring Plan 1 status with TDFPS due to non-compliance with the Minimum Standards for Child Care Licensing is not eligible to apply for Texas Rising Star certification.

- B. Child care providers who are regulated by the military or who have attained one of the following national accreditations may be certified as a Texas Rising Star Provider without going through the assessment process and are enrolled with a 4 Star certification:
- National Association for the Education of Young Children (NAEYC)
 - National Early Childhood Program Accreditation (NECPA)
 - National Association of Family Child Care (NAFCC)
 - National School Age Care Alliance (NSACA)

The Board currently has 4 Fully Certified Homes (2 in Grayson County and 2 in Cooke County), zero Three Star Licensed Centers and seven Four Star Licensed Centers (2 in Fannin County and 5 in Grayson County). In addition, there are 14 providers working in the Quality Counts program towards their TRS certification.

1.1 ACTIVITIES AND SERVICES SOLICITED IN THIS RFQ

This Request for Quotes (RFQ) provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information corresponding to this RFQ. The following activity is solicited:

Evaluation and Support for the Texas Rising Star Certification Program as follows:

Initial Certification for New Texas Rising Star Providers

- A. Child Care Providers Not Nationally Accredited by the Specified Organizations or Operated by the U.S. Military
1. Initial Request and Response
 - a) Child care provider requests information about the Texas Rising Star Provider Certification.
 - b) Child care provider is given written Texas Rising Star Provider criteria specific to the facility type and a copy of the Assessment Form that would be used to assess the facility.
 - c) The Evaluator initiates assessment tracking using the Assessment Tracking Form.
 2. Application and Assurances
 - a) After reviewing criteria and conducting a self-assessment, the child care provider may choose to pursue Texas Rising Star Provider status and begin the application process. The child care provider returns the completed application and required documentation, including the completed Self-Assessment Form.
 - b) Application and documentation are reviewed for completeness:
 - 1) If incomplete, documents are returned with an explanation of what is needed. The process resumes when complete materials are returned.
 - 2) If complete, initial screening is scheduled, conducted and documented.
 - d) Current licensing status is verified with TDPRS.
 3. Initial Screening

The initial screening visit gives the Evaluator information about a child care provider's potential for compliance with the Texas Rising Star Provider criteria and gives the child care provider guidance in planning a strategy for improvements.

The Evaluator:

 - a) observes the child care provider's program to gain an understanding of its scope and quality.
 - b) and the child care provider review the assessment completed by the child care provider and may discuss variances between the child care provider's assessment and the observer's initial findings.
 - c) And the child care provider discuss how the assessment and scoring process is conducted
 - d) reviews the child care provider's licensing, personnel records, parent involvement materials, and documentation.

- e) and the child care provider discuss initial findings and the actions the child care provider must take for the assessment and certification process to continue.
 - f) Assesses readiness for Formal Assessment and documents on the Assessment Tracking Form
 - g) Provides technical assistance/mentoring to assist the provider in achieving Texas Rising Star Certification
4. The Formal Assessment
- a) Formal Assessment and Certification
 - 1) The formal assessment of the child care provider's program gives information necessary to determine the child care provider's level of certification.
 - 2) The Evaluator plans a schedule that includes observation of individual groups during meals, outdoor play, naps, indoor activity, and arrival and departure of some of the children.
 - 3) The Evaluator conducts an exit conference at the end of the formal assessment. They share observations with the child care provider and schedule a return visit to address the findings of the formal assessment.
 - 4) Following on-site assessment, the Evaluator reviews and evaluates the scoring reflected in the assessment forms, notes, and comments gathered during the visit.
 - 5) Based on the information, the Evaluator determines the level at which the facility will be certified, or determine if deferred status is necessary.
 - b) Return Visit
At the return visit, the Evaluator discusses level of certification with the child care provider.
- B. Child Care Providers Nationally Accredited or Operated by the U.S. Military
- 1. Initial Request and Response
 - a) At initial enrollment (or at any time during their enrollment in good standing), child care providers who are regulated by the military or who have national accreditation with NAEYC, NECPA, NAFCC, or NSACA may be enrolled at a Four-Star level upon verification that their accreditation is in good standing.
 - b) The child care provider is given a Texas Rising Star Provider Certification Application and the written Texas Rising Star Provider criteria.
 - c) The Evaluator initiates application tracking using the Application and the Assessment and Tracking Form
 - 2. Application and Assurances
 - a) If a child care provider decides to be a Texas Rising Star Provider, the child care provider completes the Texas Rising Star Provider Application and returns it to the Evaluator. Child care providers must sign the Assurances and submit the supporting documentation.
 - b) The Evaluator reviews the information and verifies the child care provider's national accreditation.
 - c) The Evaluator documents results of accreditation on the application and Assessment Tracking Form.
 - 3. Provider Notification
 - a) If provider is Nationally Accredited
The Evaluator informs the child care provider that current accreditation has been verified and that the provider has been certified at a Four-Star level.
 - b) If provider is not Nationally Accredited
 - 1) The Evaluator informs the child care provider that accreditation has not been verified.
 - 2) At the child care provider's discretion, the provider may enter the application process and be considered for Texas Rising Star Provider Assessment and Certification as a child care provider not nationally accredited.

Re-Certification of Current Texas Rising Star Providers

- A. Child Care Providers Not Nationally Accredited or Operated by the U.S. Military
Each child care provider who has completed the formal Assessment process and has been certified as meeting the Texas Rising Star Provider criteria will be reviewed once every three years for 4 Star licensed centers or Fully Certified homes; once every two years for 3 Star providers; and annually for 2 Star centers or Provisionally Certified homes.
- B. Child Care Providers Nationally Accredited or Operated by the U.S. Military
Verify these child care providers' continued accreditation annually.
- C. On-going Support
The Evaluator will maintain contact with all TRS providers to provide technical assistance and support as needed. This may include finding resources for additional staff training, avenues for curriculum purchases or equipment upgrades and mentoring for particular classrooms or the facility/home as a whole.

Complete Texas Rising Star Criteria is available at:

<http://www.twc.state.tx.us/svcs/childcare/provcert.html>

Or proposers may request a hard-copy from TWDB by contacting: **Julie Craig**

Phone: 903-957-7408 Fax: 903-957-7413 Email: Julie.craig@twc.state.tx.us

Note: copying and delivery fees are the responsibility of the proposer and must be paid in advance

Timeframes for re-certification, SIA's and moving to the next certification level listed in the TRS Guide have been modified and range from one to three years NOT every quarter to six months.

1.2 LEGISLATIVE AUTHORITY

All contracts funded from this Request for Quotes are subject to the following requirements: the Child Care and Development Block Grant Act (CCDBG), as amended by PRWORA. This contract is entered into under provisions of the federal regulations at 45 Code of Federal Regulations (CFR) Parts 98 and 99, and the state rules at 40 Texas Administrative Code (TAC) Chapter 800, General Administration, and Chapter 809, Child Care and Development. Federal laws and regulations concerning nondiscrimination and equal opportunity; federal labor laws and standards; and plans and policies of the Texoma Workforce Development Board.

1.3 RESPONSE DEADLINE

The response deadline is **5:00 P.M. CDST on August 6, 2010.**

The Board will not accept proposals transmitted by facsimile (FAX) or email. Proposals submitted via courier or overnight mail services will be considered to be hand-delivered and must be received by the deadline. Receipts for proposals will be furnished upon request.

Proposals received after the deadline will not be accepted.

1.4 FUNDS AVAILABLE

No specific amount of contract award has been prescribed. Actual amount of contract award will be based on the proposed budget, as well as TWDB standards for use of public funds, i.e. that all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories and the amount of funds available. The proposals that are most advantageous to the TWDB in terms of both quality and cost will be recommended.

1.5 Contract Period: August 2010 through July 2011, however, the contract may be extended for up to four additional one-year terms. Contracts after the first year are contingent on funds availability and Contractor performance.

1.6 Records Retention: Proposers must agree to comply with requirements for custody and retention of records as set forth in OMB Circular A-102 or A-110, as applicable, UGMS and Appendix K of FMGC. Contractors will maintain confidentiality of any information that identifies or may be used to identify any Workforce participant or child care provider. Contractors will not divulge any such information without the written permission of the applicant/participant, unless the information is to be used for right of access for program/performance monitoring or reporting purposes by Workforce Solutions.

PART 2.0 SELECTION PROCESS

2.1 QUALIFICATIONS REVIEW PROCESS

1. **Minimum standards of review.** Qualifications must meet the following minimum standards before being considered for funding:
 - a. Submitted by the deadline, and
 - b. Contain all required information.
2. **Evaluation process.** The process for evaluating qualifications submitted in response to this request includes: review, scoring, and selection by the Board.
3. **Evaluation criteria.** The following criteria will be used to evaluate all proposals. *Proposals must score a minimum of 70 to be deemed responsive.*
 - a. **Completeness.** A proposer must comply completely with proposal instructions, including but not limited to required information and page limitations. **10 points**
 - b. **Qualifications.** A proposer must demonstrate qualifications in the form of a resume with references (include contact name and phone number), transcripts from any applicable educational institutions and copies of certifications. Organizations applying must submit resume with minimum qualifications for evaluator/s. **25 points**
 - c. **Demonstrated prior effectiveness as an evaluator/mentor.** A proposer must show successful and effective prior experience in evaluating and mentoring child care providers. Include the dates of services, description and the organizations for which the services were provided. **30 points**
 - d. **Cost.** A proposer must show that the cost for providing proposed services is necessary, reasonable, and allowable. Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison of costs with market prices. Proposals that may rank well against qualification and demonstrated effectiveness criteria may not be funded because of unreasonable or excessive costs. **35 points**
4. **Notification, presentations, and protest process.** The Texoma Workforce Development Board will determine the outcome on or about October 10, 2006. Proposers will be notified through an award letter of the final outcome of the proposal review process.

2.2 PROPOSER INQUIRY AND APPEAL PROCESS

The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the State Grantor Agency (Texas Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to, disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The Board would like to have the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protester. The protester should contact Ms. Janie Bates, Executive Director at (903) 957-7408, 5904 Texoma Parkway, Sherman, TX, so that arrangements can be made for a conference between the Board and the protester.

PART 3.0 INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

3.1 GENERAL INSTRUCTIONS

- A. Proposers must be as responsive as possible to the instructions of this RFQ. Points will be awarded based on the contents of the proposal and no amendment or additions will be accepted after the deadline date. Selection for possible further negotiation is competitive and will depend upon the quality of a proposal.
- B. PROPOSAL LABELING AND SUBMISSION - Proposals must be mailed or hand delivered to the following address:

**Julie Craig
Texoma Workforce Development Board
5904 Texoma Parkway
Sherman, TX 75090**

- C. Proposers must submit two (2) copies of their proposals, typed on 8 ½ x 11" paper, font size 10 to 12.
- D. The Board will select eligible proposer(s) to deliver Texas Rising Star Evaluation activities based on criteria outlined in #3. Evaluation Criteria.
- E. Selected Evaluator(s) will be contacted to negotiate fees or training content, if necessary, and begin delivering training activities as deemed appropriate by the Board.

3.2 SUBMISSION REQUIREMENTS SUMMARY

1. Cover Sheet (Attachment A)
2. Resume – including educational background, work experience, relevant volunteer experience and 3 references (including contact name, phone number and/or email address)
3. Relevant Experience (Attachment B) - include Dates, Organizations, description of services, contact names and phone numbers
4. Proposed Budget (Attachment C) – include proposed rates for each activity listed
5. Required Attachments
 - Attachment A – Cover Sheet
 - Attachment B – Listing of Prior Contracts for Similar Services
 - Attachment C – Proposed Budget
 - Attachment D - Certification of Bidder
 - Attachment E - Certification Regarding Debarment, Lobbying, Drug Free Workplace
 - Attachment F - Certification Regarding Corporate Franchise Tax

PART 4.0 ADMINISTRATIVE REQUIREMENTS

Following are general administrative requirements that apply to all Board grantees/Evaluators.

1. Nature of agreement

The Board grantee/Evaluator secured from this Request will be considered a subrecipient as defined in the Governor's Uniform Grant and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts. Board may refer to the agreement between itself and the service organization as a "grant" or "contract", although it will be understood to be a subgrant for services, and all federal or state requirements applicable to subrecipients will apply to Board grantees/Evaluators.

2. Nondiscrimination and Equal Opportunity

Evaluators must conduct all programs in accordance with all applicable rules and regulations issued under these laws. Evaluator will not deny benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Evaluator will ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

Part 5.0 Governing Provisions and Limitations

- 1) A response to the Request for Quotations (RFQ) does not commit Texoma Workforce Development Board to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response.
- 2) TWDB reserves the right to accept or reject any or all quotations received, to cancel this RFQ in part or its entirety, and to reissue this RFQ.
- 3) TWDB reserves the right to hold and accept a quotation for a period of thirty working days after the response deadline.
- 4) TWDB reserves the right to negotiate the final terms of any and all purchase agreements with bidders selected and such agreements negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the audit contract.
- 5) TWDB reserves the right to waive any defect in this procurement process or to make changes to this solicitation, as it deems necessary.
- 6) TWDB will provide notifications of such changes to all bidders of record (Distribution Log/Receipts Record) as having received or requested an RFQ.
- 7) TWDB reserves the right to contact any individual; agencies or employers listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.
- 8) TWDB also reserves the right to conduct a review of systems, procedures, etc. of any bidder selected. This may occur prior to, or subsequent to the award of a purchase agreement. Misrepresentation of the proposer's ability to perform as stated in the proposals may result in cancellation of the purchase agreement.
- 9) Proposers shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Texoma Workforce Development Board for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.
- 10) No employee, officer, or agent of TWDB shall participate in the selection, award, or

administration of a contract supported by TWC funds if a conflict of interest, real or apparent would be involved. (See OMB Circular A-102, Attachment 0, Procurement Standards, Code of Conduct.)

- 11) Proposers shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
- 12) The only purpose of this Request for Quotation (RFQ) is to ensure uniform information in the solicitation of quotations and procurement of auditing services. This RFQ is not to be construed as a purchase agreement or contract as a commitment of any kind, nor does it commit TWDB to pay for costs incurred prior to the execution of a formal contract.
- 13) The contents of a successful quotation may become a contractual obligation, if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No pleas of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/costs. Any damages accruing to TWDB as a result of the proposer's failure to contract may be recovered from the proposer.
- 14) The Texoma Workforce Development Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the grantor agency (State) until all administrative remedies at the grantee level have been exhausted. This includes, but is not limited to, disputes, claims, and protests of award, source evaluation, or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority, as may have proper authorization.
- 15) Proposers agree to repay public funds if convicted of knowingly employing undocumented workers.

Solicitation and selection of quotations must conform to relevant state and federal laws and regulations and local policies governing the procurement of professional services under state and federal guidelines. Proposers are responsible for familiarizing themselves with these laws and regulations

**ATTACHMENT A
PROPOSAL COVER SHEET**

Business/Agency Name: _____

Mailing address: _____

City: _____

State: _____

Physical address: _____

Phone No: _____

Fax Number: _____

Email Address: _____

Proposal contact person: _____

Title: _____

Signature Authority: _____

Title: _____

Phone Number: _____

Signature: _____

Tax/Legal Status: Corporation Sole Ownership Private Profit
 Partnership Other Public Non-Profit

Date Established: _____

Tax ID or Social Security number: _____

**ATTACHMENT B
LISTING OF PRIOR CONTRACTS FOR SIMILAR SERVICES**

NAME: _____

On the following table, list the major contracts or services you or your organization has provided in the past five (5) years for child care providers. Note: The table shown below may be reproduced, as needed, to provide the requested information.

Name of Organization	Dates	Contract Amount	Contact Name	Phone Number	Detail of Services Provided

Attachment C Proposed Budget

NAME: _____

Certification Activity	Budget
Initial Certification for Texas Rising Star Providers – not Nationally Accredited or Operated by the U.S. Military	
Initial Request and Response – estimate 1 to 4 hours including time to explain criteria and certification process	
Review Application and Assurances – estimate 1 hour	
Initial Screening for Licensed Centers – estimate 3 to 6 hours	
Initial Screening for Home providers – estimate 2 to 4 hours	
Formal Assessment and Return Visit for Licensed Centers – estimate 7 to 9 hours	
Formal Assessment and Return Visit for Home providers – estimate 5 to 6 hours	
Initial Certification for providers Nationally Accredited or Operated by the U.S. Military who wish to become Texas Rising Star Providers	
Initial Request and Response – estimate 1 to 3 hours including time to explain criteria and certification process	
Application and Assurances and Provider Notification – estimate 2 hours	
Re-Certification for Texas Rising Star Providers – not Nationally Accredited or Operated by the U.S. Military	
Review Self-Assessment and Previous Formal Assessment – estimate 1 to 2 hours	
Formal Assessment and Return Visit for Licensed Centers – estimate 7 to 9 hours	
Formal Assessment and Return Visit for Home providers – estimate 5 to 6 hours	
Re-Certification for providers Nationally Accredited or Operated by the U.S. Military are Texas Rising Star Providers	
Review National Accreditation and Notify Provider – estimate 1 hour	
On-going Support	
Contact current Texas Rising Star Provider Licensed Centers once every 6 months – estimate 1 to 2 hours per center	
Contact current Texas Rising Star Provider Homes once every 6 months – estimate 30 minutes to 1 hour per home	

Note: proposed budget should include all expenses associated with providing these services including travel, copying, postage, phone charges, etc.

**ATTACHMENT D
CERTIFICATION OF BIDDER**

I hereby certify that the information contained in this proposal and any attachment is true and correct and may be viewed as an accurate representation of the proposed services to be provided by this organization. I certify that no employee, board member, or agent of the Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFQ and that this organization will comply with the procurement standards applicable under this RFQ, and any other applicable local, state, and federal regulations and policies. I also certify that I have read and understand the Governing Provisions and Limitations" and "Assurances and Certifications" sections presented in this RFQ and will comply with the terms, thereof, and the Board is authorized to verify references and stated performance data and to conduct credit and criminal background checks if needed, and furthermore, that:

I, _____, am the _____
(Authorized Signatory) (Title)

of _____ corporation, partnership, association, public agency or other entity named as Bidder and Respondent herein and that I am legally authorized to sign this proposal and submit to Lower Rio Grande Valley Workforce Development Board on behalf of said organization by authority of its governing body.

ATTEST:

(Respondent's Signature)

(Witness's Signature)

(Print or type name)

(Print or type name)

(Title)

(Title)

Date

Date

Subscribed and sworn to before me this _____ day of _____, 2006, in _____ County, State of Texas.

Notary Public in and for _____ County, State of Texas.

Date Commission Expires: _____

ATTACHMENT E
CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

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 offeror 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, 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), Department of Health and Human Services (45 CFR Part 76).

The offeror certifies that neither it nor its principals:

- (1) 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 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.

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 offeror certifies that it shall provide a drug-free workplace by:

- (a) 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;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Offeror's 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;
- (c) Providing each employee with a copy of the Offeror's policy statement;
- (d) Notifying the employees in the Offeror's policy statement that as a condition of employment under this offer, employees shall abide by the terms of the policy statement and notifying the Offeror in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten days of Offeror's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requiring such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

**ATTACHMENT F
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.

_____ 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

**ATTACHMENT G
CERTIFICATION REGARDING 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 to the best of his/her knowledge and belief, 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 or 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 a 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the 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.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative