

# MEMO



**FROM:** Katherine Taveras  
Administrative Coordinator  
[Ktaveras@sercohq.com](mailto:Ktaveras@sercohq.com)  
Sercos of Texas

**CC:** Manuel Ugues  
Regional Director  
Sercos of Texas  
[mugues@sercohq.com](mailto:mugues@sercohq.com)

**Date:** April 1<sup>st</sup>, 2024

**Subject:** Amendment to Section 5.3 "Joint Proposal" in Innovation and Operation Workforce Employer Engagement Services RFP

**Background:**

In the Operational Technology Solution for Workforce Employer Engagement Services RFP, Section 5.3 currently states: "SERCO will not consider joint or collaborative responses that require it to contract with more than one Proposer in a single contract."

**Amendment:**

We acknowledge and fully support the acceptance of joint proposals for this procurement opportunity. Our organization is open to collaborating with other entities to deliver comprehensive solutions that meet the project's objectives effectively. However, it's important to note that our participation in a joint proposal is contingent upon ensuring that all collaborating parties meet the eligibility criteria outlined in the procurement guidelines.

Furthermore, as part of the joint proposal, it is required that the collaborating parties clearly identify the primary contractor responsible for coordinating and overseeing the project. The designated primary contractor will also serve as the fiscal entity responsible for the receipt and accounting of all funds in accordance with the contract terms and conditions. Additionally, the primary contractor will bear sole responsibility for the actions of its subcontractor(s), and both the subcontractor and the primary contractor will be held to the same contract terms and conditions.

We are committed to transparently defining roles, responsibilities, and expectations to ensure seamless collaboration and project success. We look forward to the opportunity to engage in meaningful partnerships that enhance our collective capacity to deliver outstanding results.

**Implementation:**

This amendment is effective immediately and should be incorporated into all relevant procurement documentation.

**Contact Information:**

For any inquiries or clarification regarding this amendment, please contact Katherine Taveras at [Ktaveras@sercohq.com](mailto:Ktaveras@sercohq.com)

Thank you for your attention to this matter.

Sincerely,

Katherine Taveras  
Administrative Coordinator  
[Ktaveras@sercohq.com](mailto:Ktaveras@sercohq.com)  
Sercos of Texas