



**Request for Proposals for
PREPAID DEBIT CARD SERVICES**

Enrollment Period Opens: NOVEMBER 2, 2022

Enrollment Period Closes: NOVEMBER 18, 2022

**SERCO of Texas, Inc.
9301 Michigan Ave
Detroit, MI 48210**

GENERAL INFORMATION

1.1. Scope

The SER Metro, by and through SERCO of Texas, seeks services prepaid card services to issue to program customers in accordance with the specifications contained in this document. The prepaid card services sought must have the capabilities to manage customer accounts on a single platform, spending restrictions, back-end reporting and integration with accounting software such as MIP, detailed transaction receipts or summaries, and provide a secure data infrastructure.

1.2. Point of Contact

The SERCO of Texas (SERCO) Point of Contact for inquiries concerning this Request for Proposal until the completion of the initial application screening is:

Katherine J Taveras, Administrative Coordinator
SERCO Regional Administrative Support
ktaveras@sercohq.com

Applicant must direct all procurement communications relating to this Request for Proposal to the SERCO Point of Contact named above.

1.3. Procurement Schedule

All dates are subject to change at SERCO's discretion. Applications must be received by the SERCO Point of Contact identified in subsection 1.2 by the enrollment closing period provided in the Procurement Schedule below. Late applications will be deemed non-responsive and will not be considered.

Procurement Schedule	
Request for Proposal Period Opens	November 2, 2022
Request for Proposal Q&A	<p>Wednesday, Nov 9, 2022 10:30 am 30 minutes (UTC-05:00) Central Time (US & Canada)</p> <p>https://serco-kpy.my.webex.com/serco-kpy.my/j.php?MTID=m4a4fa2872d4150da2edd9153481dda3f</p> <p>Meeting number: 2565 960 7221</p> <p>Password:</p>

Procurement Schedule	
	<p>S8Nqpfxy42 (78677397 from phones and video systems)</p> <p>Join by video system:</p> <p>Dial 25659607221@webex.com</p> <p>You can also dial 173.243.2.68 and enter your meeting number.</p> <p>Join by phone:</p> <p>+1-408-418-9388 United States Toll</p> <p>Access code: 256 596 07221</p>
Request for Proposal Period Closes	November 18, 2022
Anticipated Contract Start Date	As soon as possible

1.4. Background

1.4.1 Overview of the SERCO of Texas (SERCO)

SERCO of Texas began in 1989 with the vision to lead a dynamic regional economy through employment, economic development, an educated workforce, and a mission to meet customers' needs through diversified services. Headquartered in San Antonio, SERCO is part of SER Metro-Detroit and the Unified SER Family, a network of nonprofit and for-profit companies sharing a single mission and led by the same executive management team. Recognized as one of the nation's leaders in workforce development, SERCO and its affiliates currently provide WIOA Adult and Dislocated Worker, TANF services, WIOA Youth and Youth education and job training programming (in school and out-of-school) in three states Texas, Michigan, and Illinois. SERCO currently operates in four Texas board areas of South Texas (one-stop and childcare), Brazos Valley (childcare), Alamo (rural youth), West Central Texas (childcare).

SERCO, through the Boards, operate the following programs: Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth, Temporary Assistance for Needy Families (TANF/Choices), Supplementary Nutritional Employment & Training (SNAP E&T), Employment Services (ES) Non-Custodial Program (NCP), National Emergency Grants (NEG)

SERCO's "Vision" is to be recognized as a premiere resource of workforce development solutions for the business community and their future employees.

SERCO's "Mission" is to meet the needs of customers through diversified services and programs that connect business communities capable of contributing to the local region's economic vitality.

SERCO's current funding from the Boards is on an annual basis from Alamo, Brazos Valley, West Central Texas, and Concho Valley.

1.4.2 Project Overview

The laws and regulations governing Workforce Innovation and Opportunity Act (WIOA) recognize the need to remove barriers to employment by providing Supportive Services. Specifically, Supportive Services:

- are available to participants who need them to participate in employment services funded by Workforce initiatives.
- may be provided to eligible customers as funding permits.
- must be reasonable, necessary, directly related to participation in workforce services.
- must be specifically authorized by applicable rules and regulations within each program; and
- may be provided during the follow-up period following these guidelines.

SERCO is seeking a provider for prepaid cards that can issued to program participants and utilized to obtain supportive services for ongoing participation in program activities.

1.4.3. Program Application

Workforce Solutions staff may provide appropriate Support Services to eligible participants in the following programs:

- Workforce Innovation and Opportunity Act (WIOA) Adult,
- Dislocated Worker (DW),
- National Dislocated Worker Grant (NDWG),
- Out-of-School (OSY) and
- In-School Youth (ISY).

Support Services are available only to Eligible, Enrolled WIOA participants who are actively and fully participating in individualized employment and follow-up services.

1.4.4 Allowable Support Services

All Support Service expenses must be reasonable and necessary to assist customer in achieving the goals stated on their Individual Employment Plan (IEP) or Individual Service Strategy (ISS) for WIOA Youth and must be included on the participants IEP/ISS.

1.4.5 Current Use of Prepaid Cards

Services that may be purchased as Support Services include with a prepaid card include transportation (fuel) and incidental expenses, such as clothing and uniforms for employment related activities and incentives earned for successful program participation. Prepaid fuel cards provided to customers and American Express cards available for direct use by center managers have been used for other incidental purchases in the past.

1.4.6 Service Need

Use of prepaid fuel cards has created undue hardships for customers and staff when there is not an approved vendor located in the area. Utilizing American Express cards for incidental purchases is labor intensive for staff, who must be present at the time of purchase. An alternative and streamlined method of purchasing these support services is necessary to ensure that customer needs are met while also reducing the demand on staff time and improving the reconciliation process for these types of purchases.

For additional details, refer to section 2 Statement of Work.

1.5. Eligible RFP Applicants

To be eligible to apply for a contract and receive an award through this Request for Proposal, Applicants shall:

1. Submit the required and completed Application, supporting documentation, and forms.
2. Be an entity free to participate in state contracts and not be debarred by the Texas Comptroller of Public Accounts:
http://comptroller.texas.gov/procurement/prog/vendor_performance/debarred/
3. Be free to participate in federal contracts with the System of Award Management (SAM). Applicant is ineligible to apply for funds under this Request for Proposal if currently debarred, suspended, or otherwise excluded or ineligible for participation in Federal or State assistance programs. Search the federal excluded list at the following website: <https://www.sam.gov/portal/public/SAM>;
4. Be free from negative reports in the Vendor Performance Tracking System on the Centralized Master Bidders List (CMBL):
<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>;
5. Be a:
 - Sole Proprietorship;
 - General Partnership;
 - Corporation;
 - Limited Liability Company; or
 - Limited Partnership;
6. Be an existing entity that has been providing the services identified in this solicitation for at least 12 months preceding submittal of a response to this solicitation.

Historically Underutilized Businesses (HUBs)

It is the policy of SERCO to continue promoting and expanding economic development for minority and women-owned businesses that are located within the state of Texas. SERCO will ensure that local small minority-owned, disadvantaged and women-owned businesses are considered in the procurement process, whenever possible. Proposers must attach a copy of the HUB certification to the proposal.

1.6. Strategic Elements

1.6.1 Contract Type and Term

SERCO will award one Contract for services under this Application process. The initial Contract period will begin on the Effective Date stated in the contract, resulting Contract term will be from the contract effective date through September 2025 and may be renewed, extended, or terminated pursuant to the terms and conditions of the Contract. SERCO reserves the option to renew the term of the resulting Contract for up to one (1) additional two (2) year term, or as necessary to complete the mission of the procurement.

1.6.2 Contract Elements

The term “Contract” means the Contract awarded as a result of this enrollment and all exhibits thereto. At a minimum, the following documents will be incorporated into the Contract:

- this enrollment solicitation and all attachments and exhibits;
- any modifications, addendum or amendments issued in conjunction with this enrollment;
- the successful Applicant’s application.

1.6.3 Security and Privacy Initial Inquiry (SPI)

The Applicant must submit the Information Security and Privacy Initial Inquiry (SPI) form with their application to this Request for Proposal.

1.7. Amendments and Announcements Regarding this Request for Proposal

SERCO will post all official communication regarding this Request for Proposal on the SERCO website: www.sercooftexas.com

SERCO reserves the right to revise the Request for Proposal at any time and to make unilateral amendments to correct grammar, organization and clerical errors. It is the responsibility of each Applicant to comply with any changes, amendments, or clarifications posted. Applicant must check the posting frequently for changes and notices of matters affecting this Request for Proposal.

Applicant's failure to periodically check the posting will in no way release the Applicant from "addenda or additional information" resulting in additional costs to meet the requirements of the Request for Proposal.

All questions and comments regarding this Request for Proposal should be sent to the SERCO Point of Contact identified in subsection 1.2. Questions must reference the appropriate page and section number. SERCO will post subsequent answers to questions to the posting. SERCO reserves the right to amend answers prior to the Request for Proposal closing date.

Applicants should notify SERCO of any ambiguity, conflict, discrepancy, omission or other error in the Request for Proposal.

1.8. Delivery of Notices

Any notice required or permitted under this announcement by one party to the other party must be in writing and correspond with the contact information noted in subsection 1.2 of this Request for Proposal. At all times, Applicant will maintain and monitor at least one active email address for the receipt of Application-related communications from SERCO. It is the Applicant's responsibility to monitor this email address for Application-related information.

STATEMENT OF WORK

1.9. Program Purpose

The purpose of SERCO of Texas as it relates to this RFP is to provide workforce development solutions services through the timely provision of support services to eligible, enrolled WIOA participants who are actively, and fully participating in individualized employment and follow-up services.

1.10. Service Requirements

SERCO anticipates needing approximately 600 prepaid cards per year. This amount may increase or decrease contingent on business needs throughout the year.

Prepaid cards must meet the following requirements:

Management

1. Issued card can have multiple uses until Serco ends or cancels services
2. Allow for flexible spending amounts
3. Restrict merchant categories to prevent unauthorized use
4. Allow online or telephone purchases
5. Instant funding capabilities
6. Provide remote training and support for management access and utilization of prepaid card services

Finance & Accounting

1. No fees per use
2. Real-time transaction reporting
3. Integration with MIP accounting software
4. Access to audit trail by expense and reimbursements
5. Multi-user friendly

Card Holders

1. Mobile receipt uploads
2. 24 hour customer support
3. No credit checks required
4. No transaction fees

1.11 Service Delivery Area(s)

SERCO of Texas, Inc. is seeking RFP for Prepaid Debit Card Services primarily targeted for Bryan/College Station, Alamo, and Concho Valley regions and may include other regions of Texas.

1.12 Eligible Support Services

Services that may be purchased as Support Services include with a prepaid card include transportation (fuel) and incidental expenses, such as clothing and uniforms for employment related activities and incentives earned for successful program participation.

PAYMENT

1.13 Payment

1.13.2 Availability of Funds

If funds for these Contracts become unavailable during any budget period, SERCO may immediately terminate or reduce the amount of the resulting Contract at the discretion of SERCO. Contractor will have no right of action against SERCO if SERCO cannot perform its obligations under this Contract due to a lack of funding for any activities or functions outlined within the Scope and Statement of Work Sections of this Request for Proposal.

SERCO does not guarantee funding at any level and may increase or decrease funds at any time during the term of a Contract resulting from this Request for Proposal.

Contractor may not use funds received from SERCO to replace any other federal, state, or local source of funds awarded under any other contract.

1.13.3 Method of Payment

The Contract resulting from this Request for Proposal will be paid in accordance with the contract requirements.

1.14 Invoicing Process

The Contractor will submit to SERCO a total bill each month in the format prescribed by SERCO and in accordance with the SERCO guidelines.

1.14.1 Invoice billing statements submitted to SERCO must include:

- Contractor's Legal Name,
- Vendor number or federal tax Identification number,
- Remit-to address,
- Contractor's Telephone number,
- Invoice number,
- SERCO Contract Number, and
- Invoice total.

1.14.2 Due Date

Program and financial information must be submitted to SERCO at least monthly for each month of the contract period and must contain the established reporting information.

Failure to submit invoices in a timely manner may be considered a Contract compliance issue and be used in evaluating whether to renew or terminate the Contract.

INFORMATION AND SUBMISSION INSTRUCTIONS

1.15 Request for Proposal Cancellation/Partial Award/Non-Award

At its sole discretion, SERCO may cancel this Request for Proposal, make partial award, or no awards.

1.16 Right to Reject Applications or Portions of Applications

At its sole discretion, SERCO may reject any and all responses or portions thereof.

1.17 Joint Applications

SERCO will not consider joint or collaborative responses that require it to contract with more than one Applicant in a single contract.

1.18 Withdrawal of Applications

Applicants have the right to withdraw their application from consideration at any time prior to Contract award, by submitting a written request for withdrawal to the SERCO Point of Contact, as designated in subsection 1.2.

1.19 Costs Incurred

Applicants understand that issuance of this Request for Proposal in no way constitutes a commitment by SERCO to award a Contract or to pay any costs incurred by an Applicant in the preparation of an application in response to this Request for Proposal. SERCO is not liable for any costs incurred by an Applicant prior to issuance of, or entering into a formal agreement, Contract, or purchase order. Costs of developing applications, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by an Applicant are entirely the responsibility of the Applicant, and will not be reimbursed in any manner by SERCO.

1.20 Application Submission Instructions

Applications and required documents must be submitted electronically by email with all required documents in a single PDF attachment to ktaveras@sercohq.com.

All required documents must be received by 2 p.m. central time on November 18, 2022.

Date and time of submission will be based on the electronic time stamp of the email as received. SERCO reserves the right to reject late submissions.

It is the Applicant's responsibility to appropriately submit the completed application and all associated attachments to SERCO by the specified time and date.

Applicants will receive an email confirmation that their application has been received.

All Applications become the property of SERCO after submission.

ELIGIBILITY DETERMINATION

1.21 Initial Compliance Screening

SERCO will perform an initial screening of all Applications received. Unsigned Applications and Applications that do not include all required forms and sections are subject to rejection without further evaluation.

If the Application passes the initial screening, the contract manager will contact the Applicant for further instructions or actions.

1.22 Unresponsive Applications

Unless Applicant has taken action to withdraw the Application for this Request for Proposal, an application will be considered unresponsive and will not be considered further when any of the following conditions occurs:

The Applicant fails to meet major Request for Proposal specifications, including:

- The Applicant fails to submit the required Application, supporting documentation, or forms.
- The Applicant is not eligible under subsection 1.5 of this Request for Proposal.
- Applicant does not accept the payment rate established in this Request for Proposal.
- The Application is not signed.
- The Applicant's response is not clearly legible. Typewritten is preferred.
- The Application is not received by the closing of the Request for Proposal period provided in subsection 1.3 of this Request for Proposal.

1.23 Corrections to Application

Applicants have the right to amend their application at any time prior to an unresponsive decision or Contract award decision by submitting a written amendment to the SERCO Point of Contact, as designated in subsection 1.2. SERCO may request modifications to the Application at any time.

1.24 Review and Validation of Applications

The Applicant must provide full, accurate, and complete information as required by this Request for Proposal.

1.25 Additional Information

By submitting an Application, the Applicant grants SERCO the right to obtain information from any lawful source regarding the Applicant's, its directors', officers', and employees:

- Past business history, practices, and conduct;
- Ability to supply the goods and services; and
- Ability to comply with Contract requirements.

By submitting an Application, an Applicant generally releases from liability and waives all claims against any party providing SERCO information about the Applicant. SERCO may take such information into consideration in screening or the validation of information on Applications or supporting documentation.

1.26 Proposal Selection Process

The review and selection process will include the following criteria and value system:

	Criteria	Value
Responsiveness to RFP	This criterion examines the extent to which the minimum requirements of the RFP are met	10 Points

Organization's Background	This criterion evaluates the organization's structure, level of responsibility and competency	15 Points
Type, Quality and Level of Services Proposed	This criterion evaluates the applicant's type, quality and level of service proposed	35 Points
Cost Analysis	This criterion evaluates if the cost proposed by the applicant is within the market rate for such services and the best option for SERCO	35 Points
HUB	Historically Underutilized Business as certified by the State of Texas	5 Points
Total		100 Points

SERCO reviews the proposals received to determine if they are responsive. For proposals to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The proposals must have been submitted by the due date.
2. The proposals must be complete with the necessary signatures.
3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.

All proposals will be screened for inclusion of all required information prior to release to the review team. SERCO may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

SERCO may schedule with each proposer an interview at a location to be determined if the competitive bid is within a close margin between two or more Proposers.

SERCO may use staff, independent evaluators or a combination of both to evaluate and rank proposals.

SERCO is under no obligation to select the lowest cost Proposer; and retains the right to select the Proposer that provides the best overall value.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification, or SERCO may enter into negotiations with the best value Proposer. If SERCO is unable to reach agreement with the best value Proposer, the negotiations will terminate and negotiations will begin with the next Proposer in the order of the ranking until a contract is reached or SERCO has rejected all proposals.

NOTE: After evaluation, any proposal with a total score less than 70 points will be considered as nonresponsive and will be disqualified from further consideration. Proposals receiving a final score of 70 or better are not guaranteed an award. SERCO reserves the right to request Best and Final Offers from all responsive proposers.

1.27 Debriefing

Any Applicant who is not awarded a Contract may request a debriefing by submitting a written request to the SERCO Point of Contact as provided in subsection 1.2 of this Request for Proposal. The debriefing provides information to the Applicant on the strengths and weaknesses of their application.

1.28 Protest Procedures

A proposer who wishes to protest the decision will be required to notify SERCO’s Regional Director, in writing, within ten (10) calendar days from the date of the notification letter. The email must be addressed as follows in the email subject line:

RFP Protest Notice
Manuel Ugues, Regional Director
Phone: (361) 813-7158
Email: mugues@sercohq.com

The complainant emailed letter must specify the nature of the protest and any desired remedies of action. SERCO reserves the right to determine whether the protest is valid and merits further consideration.

GLOSSARY

TERM	DEFINITION
Applicant	Any individual or entity that submits an application for enrollment pursuant to this Request for Proposal.
Application	An application submitted by an Applicant in response to this Request for Proposal.
Contract	A promise or a set of promises, for breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty. It is an Agreement between two or more parties creating obligations that are enforceable or otherwise recognizable by law. The term also encompasses the written document that describes the terms of the Agreement. For State Contracting purposes, it generally describes the terms of a purchase of goods or services from a vendor or service provider.
Contractor	Any Applicant who is awarded a contract pursuant to this Request for Proposal or who has an existing contract to provide senior citizens services.

ATTACHMENTS AND FORMS

Applicants must complete and submit the forms in the format and order listed below.

- Attachment A Vendor Application
- Attachment B Certification of Vendor
- Attachment C Certification Regarding Debarment, Suspension, Other Responsibility Matters
- Attachment D Disclosure of Interest
- Attachment E Certification Regarding Lobbying and Drug Free Workplace
- Attachment F Federal Equal Opportunity and Non-Discrimination Statement
- Attachment G Assurances and Certifications
- Attachment H Texas Corporate Franchise Tax Certification
- Attachment I State Assessment Certification
- Attachment J IRS W-9 Form
- Attachment K Historically Underutilized Business (HUB) Certification
- Attachment L Detailed description of services and pricing structure
- Attachment M References

Attachment A

**SERCO of Texas, Inc.
Vendor Application**

(Please print or type)

Name of Proposer:

Type of Business: Corporation Sole Ownership Partnership Other

Date Established:

Services / Merchandise offered:

Contact Person:

Mailing Address:

City, State, and Zip:

E-mail:

Phone:

Fax:

Tax ID #:

ATTACHMENT B

CERTIFICATION OF VENDOR

I hereby certify that the information contained in the Proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by the organization. I certify that no employee of SERCO has assisted in the preparation of this response. I acknowledge that I have read and understand the requirements and provisions of the RFP 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, Section 1.18 of this RFP and will comply with the terms; and furthermore that

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

Partnership, or sole proprietorship, or other eligible entity named as the Proposer and that I am legally authorized to sign this Proposal and submit it to SERCO of Texas on behalf of said organization by authority of its governing body.

Authorized Representative Signature

Date

Printed Authorized Representative Name

Title

ATTACHMENT C

**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).

The prospective recipient of Federal assistance funds certifies, by submission of this proposal certifies the following:

- 1) The organization or its principals are not 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.

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 Proposal.

Authorized Representative Signature

Date

Printed Authorized Representative Name

Title

ATTACHMENT D

DISCLOSURE OF INTERESTS

It is the fiscal policy of SERCO that all persons or firms seeking to do business with SERCO 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 ()

If "Other", please describe:

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

Name:

Job Title:

- 2) State the names of each "member" of a Texas Workforce Board having an "ownership interest" constituting 5% or more of the ownership in the above named "firm".

Name:

Board, Commission, or Committee:

- 3) State the names of each employee or officer of a "consultant" for a Texas Workforce 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 of employee:

Consultant name:

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 SERCO, contractor for Workforce Solutions, as changes occur.

Authorized Representative Signature

Date

Printed Authorized Representative Name

Title

Witness Signature

Date

Printed Witness Name

Title

ATTACHMENT E

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 SERCO 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 requires 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.

Authorized Representative Signature

Date

Printed Authorized Representative Name

Title

ATTACHMENT F

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. The 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.

Authorized Representative Signature

Date

Printed Authorized Representative Name

Title

ATTACHMENT G

ASSURANCES AND CERTIFICATIONS

The Organizations or individual submitting a Proposal in response to a SERCO RFP warrant and assures the following:

- 1) The information contained in this Proposal is true and correct;
- 2) The cost described in the bid budget accurately reflects the proposer'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 the WorkSource Solutions Board (Board) funded program(s) or activities and all agreements or arrangements to carry out the Board's 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 RFP:
 - 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;
- 5) And with all applicable rules and regulations promulgated thereunder.

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 PROPOSAL BE ACCEPTED FOR FUNDING BY SERCO.

Organizations Name: _____

Authorized Representative Signature Date

Printed Authorized Representative Name Title

ATTACHMENT H

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporation that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation contracting 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.

Attach a Certificate of Good Standing or Certificate of Account Status from the Texas Comptroller of

Public Accounts. The Web Site address to obtain this certificate is:
<http://www.window.state.tx.us/m23taxes.html>.

Authorized Representative Signature

Date

Printed Authorized Representative Name

Title

ATTACHMENT I

STATE ASSESSMENT CERTIFICATION

The undersigned authorized representative of the corporation contracting 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.

The corporation certifies that:

_____ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

_____ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Authorized Representative Signature

Date

Printed Authorized Representative Name

Title

Signature

ATTACHMENT J

IRS W-9 FORM

To be accepted as an approved vendor for SERCO, all proposing organizations must complete and return a signed Request for Taxpayer Identification Number and Certification (IRS W-9 Form).

ATTACHMENT K

Historically Underutilized Business (HUB) Certification

Attach, if applicable.

ATTACHMENT L

Service Requirements and Pricing Structure

Attach detail listing of services offered and pricing structure demonstrating the ability to meet section 1.10 Service Requirements.

ATTACHMENT M

References

List of former clients for whom services similar to those in this solicitation have been performed in the last three (3) years. Failure to provide the following information at the time and date this RFP closes could affect proposer's evaluation score under the qualifications evaluation criteria.

- Name of firm to which similar services were provided
- Type of services provided
- Location of services provided and timeframes
- Point of Contact for service provided
 - name,
 - title,
 - email,
 - phone number, and
 - company website.

List three (3) reference as outlined above.