



UPPER RIO GRANDE

Brewster Culberson El Paso Hudspeth Jeff Davis Presidio

Request for Quotation

PY10-RFQ-200-605

Summer Youth Program Job Development

Released Date

June 4, 2010, 9:00 AM

Submission Deadline

Continuous Through September 30, 2010

Contracts to be Issued After Submittal Review Starting

June 11, 2010

Workforce Solutions Upper Rio Grande

221 N. Kansas St., Ste 1000

El Paso, Texas 79901

(915) 772-2002 p

(915) 351-2790 f

www.urgwdb.org

INTRODUCTION

The Upper Rio Grande Workforce Development Board (hereafter “Workforce Board”) is a 501(c) (3) non-profit corporation. It is governed by a twenty five (25) member Board of Directors who is appointed by the local Chief Elected Officials in accordance with the provisions of Texas Senate Bill 642, Texas House Bill 1863 and the 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 is the oversight entity and fiscal agent for workforce development services and administers the procurement of goods and services that meets compliance with federal/state regulations. The primary responsibility of the Workforce Board is to identify the workforce needs and issues of the Upper Rio Grande Workforce Development Area (URGWDA), provide policy and program guidance and evaluation of workforce development programs and services that affect area employers, residents and job seekers.

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

GENERAL INFORMATION

Issuing Office

Issuance of this RFQ is coordinated by the Upper Rio Grande Workforce Development Board, 221 N. Kansas Street, Suite 1000, El Paso, Texas 79901. The Workforce Board, as the administrative and fiscal agent, is the Issuing Office for this RFQ.

Procurement Standards

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

Eligibility to Respond

Organizations and individuals are eligible to respond if they have adequate experience and the capability to provide the requested services outlined in this RFQ and must be able to ensure compliance with the ensuing Contract and/or Purchase Order. Respondents must also have a proven record of past performance in providing the requested services and are not debarred and/or suspended from conducting business with Federal and State funded agencies.

Submission Guidelines

Responses to this RFQ may be provided via received via fax, email or regular mail to:

Workforce Solutions Upper Rio Grande
ATTN: Geoffrey Roberts, Contracts and Procurement Manager
221 N. Kansas Street, Suite 1000
El Paso, Texas 79901
Fax: (915) 351-2788
Email: geoffrey.roberts@urgjobs.org

Organization and/or individuals desiring to respond to this RFQ are required to submit their quotations based on the information provided in the statement of work and Exhibit A - Project Narrative.

Format: All responses must be typed and will become the property of the Board. Font size will be no smaller than 12point.

Cost: Clearly indicate the cost offered for the services requested. If any conditions may affect the cost of any particular services, or the price as a whole, state those conditions clearly. The Workforce Board reserves the right to disqualify any quote in which the cost is not absolutely clear.

Deadline: All quotations and any modifications must be received via fax, email or regular mail no later than **September 30, 2010, 5:00 PM**, at the addresses and fax number indicated above.
Prompt submissions will be reviewed immediately

Background

A contract for services developed from this RFQ will be for a one (1) year period. Any ensuing contract potentially could be renewable, at the sole and complete discretion of the Workforce Board, for up to two (2) additional one 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 bidder(s) whose submission is determined to be the 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 the final rules promulgated by the Office of the Governor under the Uniform Grants Management Standards, and the TWC Financial Manual for Grants and Contracts. These guidelines require that procurement transactions be conducted in a manner that provides for maximum free and open competition, regardless of the dollar amount or the procurement method used. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract. A response to this RFQ is not to 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 the execution of a formal contract unless such costs are specifically authorized in writing by Workforce Solutions Upper Rio Grande.

Purpose

Workforce Solutions Upper Rio Grande (Workforce Board) is seeking to enter into a service contract with organizations or individuals who can promote and assist in securing temporary work assignments for the Summer Youth Program fully funded by the Workforce Solutions Upper Rio Grande. These positions could potentially be secured from all employers in the Workforce Solutions Upper Rio Grande service area.

Scope of Services

Respondents are to provide:

- Coordination with Workforce Board program administrator to ensure, to the greatest extent possible, that all businesses in the Workforce Board six county area are given the opportunity to benefit from the Summer Youth Employment Program.
- Develop a plan and system to document area businesses contacted, number of temporary job assignments per business location, position title and length of each job assignment per business location. Respondent will assist in coordinating collaboration efforts between all job development groups and/or agencies.
- Respondent will not be employer of record.

Proposal Narrative

Organizational Capacity/Qualifications:

- Provide a brief history of your organization including experience in developing, contracting and assisting in securing temporary job assignments with area businesses for summer youth employment. Provide resumes of staff involved in the delivery of the identified services.
- Identify the qualifications, relevant credentials, and professional certifications of the staff and organization.

Demonstrated Performance

- Provide a minimum of three (3) references from your client roster for which your organization has provided similar services within the past two years. Including:
 - Name of Organization
 - Contact Name
 - Telephone Number and E-mail Address
 - Nature and scope of the services provided
 - Time frame of the services provided
- Identify the length of time your organization has been in business and the number of years in the related topics.

Cost Effectiveness

Identify the total cost for the implementation submitted. The total cost shall include all costs including any appropriate lodging, travel, meals, for the service. Provide in addition a budget narrative identifying and explaining all individual costs.

The Workforce Board reserves the right to: (1) Amend or withdraw this RFQ at any time; (2) Reject any and all proposals; and (3) Re-issue this RFQ.