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**Request for Qualifications (RFQ)
For
Grant Writer/s
October 14, 2020**

Background

The Rural Capital Area Workforce Development Board, Inc. DBA Workforce Solutions Rural Capital Area (WSRCA) is a 501c3 quasi-governmental agency led by a volunteer 25-member Board of Directors. The majority (51 percent) of the Board of Directors represents the private sector. The remaining Board membership includes representatives of educational agencies, organized labor, rehabilitation services, community-based organizations, economic development, and state agencies. The Board is responsible for the planning, oversight and evaluation of the workforce development and subsidized child care system in the 9-county service area.

The Board delivers integrated workforce and child care services throughout the 9-County service area. The counties we serve include Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, and Williamson Counties.

Purpose

Contract with one or more grant writers or organization to lead the planning, writing, and all related preparation and submission of one or more federal grant applications, including but not limited to, the **H-1B Rural Healthcare Grant Program Funding Opportunity (FOA-ETA-20-12)**. The closing date for this funding opportunity is November 13, 2020

More information on this H-1B grant opportunity is available on grants.gov at <https://www.grants.gov/web/grants/search-grants.html?keywords=20-12>

WSRCA expects to develop one contract with a grant writer/s or organization. The selected grant writer/s will be required to enter a written contract for a period beginning on or after October 20, 2020, and ending no later than December 31, 2020, or at a date determined by WSRCA based on the needs of this or other proposals.

Future contracts for grant writing services may be negotiated without further procurement for two additional 12-month periods based on satisfactory performance and the availability of funding.

The Texas Workforce Commission in partnership with 28 local workforce development boards forms Texas Workforce Solutions
Workforce Solutions Rural Capital Area is an Equal Opportunity Employer/Program
Auxiliary Aids and Services are available upon request to individuals with disabilities
Relay TX: 711 or 1-800-735-2988 (Voice) or 1-800-735-2989 (TDD)

Eligible Respondents:

Any organization or individual that has the demonstrated competency, knowledge, and qualifications are invited to respond to the RFQ. Priority will be given to any organization or individual that has written, submitted, and received approval (on behalf of the lead applicant) from at least one, but preferably more than one, federal funding opportunity (FOA or related) in the past five (5) years.

Eligible respondents must be willing and able to meet the deadline for submission of applications for **H-1B Rural Healthcare Grant Program Funding Opportunity (FOA-ETA-20-12)** by November 13, 2020.

Technical Assistance:

After this RFQ is issued, only written questions will be accepted by email no later than noon Central Standard Time on Friday, October 16, 2020 addressed to:
board.procurement@ruralcapital.net and Paul.Fletcher@ruralcapital.net .

Submission:

Please submit an electronic copy of your response to this RFQ no later than noon Central Standard Time on Monday, October 19, 2020 to:
board.procurement@ruralcapital.net and Paul.Fletcher@ruralcapital.net .

Proposal Conditions:

1. The Board reserves the right to accept or reject any or all proposals submitted. The Board also reserves the right to make no award as a result of this RFQ.
2. This RFQ does not commit the Board to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds.
3. The Board specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in its best interest.
4. The Board reserves the right to increase or decrease the quantities or magnitude of this RFQ at the time of award and/or throughout the term of this contract.
5. All proposals and their accompanying attachments will become the property of the Board after submission and materials will not be returned.
6. The contents of a successful proposal may become contractual obligations if a contract is awarded. Failure of the proposer to accept those obligations may result in the cancellation of the proposal from the selection process. The contents and requirements of this RFQ may be incorporated into any legally binding and duly negotiated contract between the Board and the selected vendor(s).
7. A designated contact person for the proposer/vendor must be established. This person will be contacted in the event of inadequate service or problems with compliance. The proposer's contact person is expected to respond to the Board within 24 hours.
8. The Board reserves the right to cancel the contract if the vendor fails to perform as agreed, or for convenience if it is in the best interest of the Board.

9. This is a negotiated procurement utilizing the small purchase method, and as such, award does not have to be made to the respondent submitting the lowest priced offer, but rather to the respondent submitting the most responsive proposal which satisfies the Board's requirements.

Proposal Instructions:

Complete the following and submit in the following order:

1. Cover Sheet - Request for Qualifications
2. Narrative Responses to Questions
3. Required Certifications

COVER SHEET

**Request for Qualifications (RFQ)
For
Grant Writer/s**

Name of Proposer	
Mailing Address	
Phone Number	
Primary Contact Name & Email	
Name and Title of Signatory Authority	
Legal/Tax Status (check all that apply)	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> for Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other
State Controller ID Number	
Federal Tax ID Number	
Historically Underutilized Business? If yes, attach certification	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Authorized Representative	

Narrative Questions

Prepare a brief narrative response that provides the information requested below. Please answer the following questions, in this order, in your response.

1. Describe your experience preparing federal grant proposals. (Maximum one page). Priority will be given to any organization or individual that has written, submitted, and received approval (on behalf of the lead applicant) from at least one, but preferably more than one, federal funding opportunity (FOA) in the past five (5) years. Please briefly describe the size and general scope of the successful grants.
2. Describe any previous contracting or employment-related work with Workforce Boards and/or another entity involved in administering the public workforce system established under the Workforce Innovation and Opportunity Act (WIOA).
3. Confirm your availability to lead the planning, writing, and all related preparation and submission of one or more federal grant applications, notably the FOA due no later than 4:00 p.m. Eastern Time on November 13, 2020.
4. Briefly describe how WSRCA and its partners would be involved in the grant preparation process.
5. Describe your fee structure, including hourly rate and any discounts, as applicable. Also, describe costs that are included in the fee structure, as well as costs that are considered outside of that fee structure.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR 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 undersigned certifies, to the best of his/her knowledge and belief, that both it and its principals:

1. 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 contract 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 government 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 contract 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 recipient shall attach an explanation to this certification form.

Name of Organization: _____

Signature of Authorized Representative: _____

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:

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 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.

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 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.

The undersigned shall require the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Name of Organization _____

Signature of Authorized Representative _____

Date: _____

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 USC 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), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies that it will 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 subcontractor'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;
3. Providing each employee with a copy of the subcontractor's policy statement;
4. Notifying the employees in the subcontractor's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notify the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;
5. Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,
6. Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization: _____

Signature of Authorized Representative: _____

Date: _____

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this proposal, Proposer covenants and affirms that:

1. No manager, employee or paid consultant of the proposer is a member of the Workforce Solutions Rural Capital Area Board;
2. No manager or paid consultant of the proposer is a spouse to a member of the policy board, the president, or a manager of the Workforce Solutions Rural Capital Area Board;
3. No member of the policy board, the Chair or an employee of the Workforce Solutions Rural Capital Area Board owns or controls more than 10 percent in the proposer;
4. No spouse of a member of the policy board, Chair or employee of the Rural Capital Area Workforce Development Board is a manager or paid consultant of the proposer;
5. No member of the policy board, Chair or employee of the Workforce Solutions Rural Capital Area Board receives compensation from proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
6. Proposer has disclosed within the proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
7. Should proposer fail to abide by the forgoing covenants and affirmations regarding conflict of interest, proposer shall not be entitled to recovery of any costs or expenses incurred in relation to any contract with the Workforce Solutions Rural Capital Area Board and shall immediately refund to the Workforce Solutions Rural Capital Area Board any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by the Workforce Solutions Rural Capital Area Board relating to that contract.

Name of Organization Submitting Proposal: _____

Name and Title of Authorized Signatory: _____

Signature: _____ Date: _____

CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

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 entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands that making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

The subcontracting entity is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name of Business: _____

Type of Business (if not corporation): Sole proprietor

Partnership

Other

IRS Tax Number: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

**CERTIFICATE OF COMPLIANCE WITH TEXAS FAMILY CODE 231.06
REGARDING PAYMENT OF CHILD SUPPORT**

The undersigned authorized representative of the contract hereby certifies that the individual or business entity named in this contract is not ineligible, pursuant to Texas Family Code §231.006, to receive the contract funds and acknowledges that any contract award may be terminated and payment may be withheld if this certification is inaccurate.

A child support obligor who is more than 30 days in arrears in the payment of and obligation to pay child support, the authorized representative acknowledges that payments under this contract may be suspended and/or the contract canceled.

Name of Organization: _____

Signature of Authorized Representative: _____

Date: _____