

**ATTACHMENT A**



2018 Network Assessment and Moving  
**PROPOSAL COVER SHEET**

**INFORMATION ABOUT BIDDER**

Organization Name	
Mailing Address	
City, State, Zip	
Physical Address (if different)	
Contact Person & Telephone & Fax number & E-mail	
Type of Organization	<input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> State government agency <input type="checkbox"/> Local government <input type="checkbox"/> Community college <input type="checkbox"/> Community-based Organization <input type="checkbox"/> Other, (describe): _____  Small Business <input type="checkbox"/> Yes <input type="checkbox"/> No Historically Under-Utilized Business <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Established	
Federal EIN	
Texas State Comptroller ID number	

Organization Mission Statement	
Total Budget Amount	
Budget Period	

**AUTHORIZATION FOR SUBMISSION**

Typed Name & Title of Authorized Signatory	
Signature	

## **ATTACHMENT B**

### **NARRATIVE**

Narrative (Attachment B) to include, but are not limited to, the following:

1. Proposer's Qualifications and Experience with Services/Products
2. Proposed Services/Products for each location
3. Costs for each location

**ATTACHMENT C**

**CERTIFICATION OF BIDDER**

I hereby certify that the information contained in this quote and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee of the Board, director 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 Board policies and other applicable local, state, and federal regulations and directives governing this procurement process. I also certify that I have read and understand Part 2.5, "Governing Provisions and Limitations" and Part 5.0 "Assurances and Certifications" of this RFQ and will comply with the terms; and furthermore that

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
(Typed Name) (Title)

of the corporation, committee, commission, association, or public agency named as Bidder and Respondent herein and that I am authorized to sign this bid and submit it to the Workforce Solutions North Texas on behalf of said organization by authority of its governing body or owners. I authorize the Board to verify references and stated performance data and to conduct other background checks as it deems necessary.

**ATTEST:**

\_\_\_\_\_  
(Respondent Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Typed Title)

\_\_\_\_\_  
(Date)

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 200\_\_, in \_\_\_\_\_,  
County, \_\_\_\_\_.

\_\_\_\_\_

**SEAL**

Notary Public in and for \_\_\_\_\_

County, \_\_\_\_\_ State \_\_\_\_\_

Date Commission Expires: \_\_\_\_\_

**ATTACHMENT D**

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR 98. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(Before completing certification, read attached instructions which are an integral part of the certification)**

- (1) The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) 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.

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Name and Title of Authorized Representative

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Signature

Date

## INSTRUCTIONS FOR CERTIFICATIONS REGARDING DEBARMENT

Federal Register/Vol. 53, No. 102/Thursday, May 26, 1988/Rules and Regulations 19211

Attachment K - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction

### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12449. You may contact the person to which this proposal is submitted for assistance in

obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participants may, but is not required to, check the Nonprocurements List (To #).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is

not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant is a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

[FR Doc. 88-11581 Filed 5-25-88; 8:45 am]

## ATTACHMENT E

### 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 Director of the Board, the President, or a manager of the Board;
- (2) no manager or paid consultant of the Proposer is a spouse to a Director of the Board, the President, or a manager of the Board;
- (3) no Director of the Board, the President or an employee of the Board owns or controls more than a 10 percent interest in the Proposer;
- (4) no spouse of a Director of the Board, President or manager of the Board is a manager, employee or paid consultant of the Proposer;
- (5) no Director of the Board, President, or employee of the 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 foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Board and shall immediately refund to the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.
- (8) Proposer shall comply with the standards of conduct stated in the Assurances and Certifications, Section 11 Conflict of Interest and be in accordance with Texas Administrative Code, Title 40, Part 20, Chapter 801

Name of Organization Submitting Proposal: \_\_\_\_\_

Name and Title of Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_