

Fresno Regional Workforce Development Board

WORKFORCE INNOVATION AND OPPORTUNITY ACT



Fresno Regional **Workforce Development Board**

A proud partner of America's Job Center of CaliforniaSM network.

Web Design Services

REQUEST FOR PROPOSAL(S)

(Program Year 2022-2023)

This project is 100% supported by non-federal funds totaling \$1,499,818 and no federal funds are to be used for this project.
This total allocation is not to be considered the available amount of funding for this project.

THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Invites your application to provide

Web Design Services

DEADLINE AND TIMEFRAME FOR INITIAL SUBMISSION:

An original proposal and four (4) copies of each proposal must be submitted in a sealed container, labeled on the outside with the name of your agency and the proposed activity. **Proposals not in a sealed container will be rejected.**

The original must be marked as "Original" and must bear the actual "wet" signature(s), in **blue ink**, of the person(s) authorized to sign the proposal. An agency representative who has contract binding authority must sign the proposal. All costs shall remain firm for at least 60 days from the closing date for submitting proposals.

All correspondence, including responses to the Request for Proposals (RFP) and questions, are to be submitted to:

Timothy Giles, Deputy Director of Information & General Services
Fresno Regional Workforce Investment Board
2125 Kern Street, Suite 208
Fresno, CA 93721

All proposals must be received in the administrative office of the Fresno Regional Workforce Development Board (FRWDB) on or before **4:00 p.m., Tuesday, February 21, 2023.**

This deadline applies to all methods of submittal, whether hand-delivered or mailed to the FRWDB administrative office. **NOTE:** Facsimile or electronically transmitted copies of proposals will **NOT** be accepted. Deposit of a proposal into the mail or delivery to a different person or address, **does not** constitute proposal submission unless the proposal is, in fact, received and time stamped by the FRWDB administrative office on or before the deadline. Persons who hand-deliver proposals will be issued a receipt. Late proposals will not be accepted. For the purposes of the RFP, the time of receipt will be as defined by the official time clock located at the address listed above. The FRWDB reserves the right to determine the timeliness of all proposal submissions. Timely submission of proposals is the sole responsibility of the bidder.

Blake G. Konczal, Executive Director

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Competitive Procurement Time Table

Activities	Responsible Party	Date	Time/Place
1. Release of Request for Proposals	FRWDB Staff	01/30/2023	By 5:00 p.m. / FRWDB 2125 Kern Street, Suite 208 Fresno, CA 93721
2. Deadline for Submission of Questions	Bidder	02/15/2023	By 5:00 p.m. web-design-rfp@wfc.co
3. Submission of Proposal	Bidder	02/21/2023	By 4:00 p.m. / FRWDB 2125 Kern Street, Suite 208 Fresno, CA 93721
4. Panel Review For Responsiveness and Quality	Evaluation Panel	02/28/2023	FRWDB 2125 Kern Street, Suite 208 Fresno, CA 93721
5. Initial Award Announcement	FRWDB Staff	03/01/2023	By 5:00 p.m. / FRWDB website www.workforce-connection.com
6. Written Protest Due	Bidder	03/08/2023	By 5:00 p.m. / FRWDB 2125 Kern Street, Suite 208 Fresno, CA 93721
7. Protest Hearing – If Necessary	FRWDB Executive Director	TBD	TBD
8. Contract Award	FRWDB	TBD	TBD

SECTION I: INTRODUCTION

A. Request for Proposals Overview

This solicitation is seeking a qualified, experienced, professional web designer/consultant to create, redesign, and replace the existing website for valleybuild.net.

B. Selection of Vendor

1. The primary consideration in selecting a qualified vendor will be an evaluation of the applicant's past experience in successfully providing the services being requested, or similar services, staff qualifications, creative design proposals, and cost reasonableness.
2. All proposals will receive equal consideration for funding, and determinations will be based upon the applicant's history and experience in providing the proposed services outlined in Section II - Scope of Services.

Contract award determinations will be made through a competitive procurement process and shall include:

1. Determination of the ability of the vendor to meet the requested services established by the FRWDB, and
2. Documentation of compliance with procurement standards under the Workforce Innovation and Opportunity Act (WIOA) applicable Office of Management and Budget circulars and federal regulations WIOA Final Rule

The vendor must comply with all federal, state, and local laws applicable to its business and remain in compliance throughout the term of service under this RFP. The vendor will maintain, in full force and effect, all policies, certification and licensures applicable to its business from the submission of the bid through the term of the service.

C. Commencement of Services

The start date for beginning web design services must be within 30 days of award.

Approval of the vendor services contract is contingent upon final FRWDB approval, and continued funding from the United States Department of Labor and the State of California.

D. Solicitation

The FRWDB reserves the right to extend the submission deadline if such action is in the best interest of the FRWDB.

The FRWDB reserves the right to make changes to the policies contained in this RFP based on changes and/or clarifications in the regulations, state legislation, local policy, or other guidance provided by the state or federal government.

The FRWDB makes no representation that any contract will be awarded to any offeror responding to this RFP.

The FRWDB reserves the right to request additional information or documentation.

Proposals shall be reviewed and rated as submitted. The bidder may make no changes or additions after the deadline for receipt of proposals.

This RFP was developed pursuant to 2 Code of Federal Regulations (CFR) Part 200, et al, the WIOA Final Rule, and the WIOA of 2014.

E. Issuing Agent/Authorized Contact

This RFP has been issued by the FRWDB. The authorized representative of the FRWDB shall be the vendor's sole point of contact with regard to this RFP, its content, and all issues concerning it.

Contact information for the authorized representative for this RFP is identified on page 2. This person will be the primary point of contact for discussion or information pertaining to this RFP. Contact with any other FRWDB staff, board or committee members for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless approved by the authorized representative. Violation of this clause by the vendor having unauthorized contact (verbally or in writing) with such other FRWDB staff, board or committee members, may constitute grounds for rejection by the FRWDB of the vendor's proposal.

The above stated restriction on vendor contact with FRWDB staff, board, or committee members shall apply until the FRWDB has awarded and signed a contract with a vendor.

F. Technical Assistance

Technical assistance questions must be submitted in writing only. All questions should be directed to Timothy Giles via e-mail to web-design-rfp@wfc.co. The deadline for submission of questions is **5:00 p.m. on Wednesday, February 15, 2023**. All questions will be answered in writing only via email and will be posted on our website at www.workforce-connection.com. Questions may not be answered in the order they are received.

The FRWDB advises that prospective bidders should periodically check the FRWDB website www.workforce-connection.com for modification to the bid documents or questions and answers (Q&A) issued relating to this RFP. **It shall be the bidder's sole responsibility to inquire as to whether any Q&A and/or addenda to this RFP have been issued.**

G. Proposal Review and Evaluation Process

The proposal review process will include the following activities to ensure the FRWDB procurement system meets required standards:

1. Awards are to be made to bidder(s) possessing the demonstrated ability to perform successfully under the terms and conditions of this proposal.
2. Bidders may be invited, at the discretion of the FRWDB, to answer specific questions; general presentations will not be permitted. The FRWDB reserves the right to request demonstrations of functionality during the evaluation process.
3. All proposals will be reviewed, scored and ranked. The selection of a proposal is to be made through a two (2)-phase process.
 - a. Phase I: FRWDB staff will initially evaluate each proposal for acceptability, with emphasis placed on responsiveness to the RFP specifications and to the degree to which the proposal meets the format specifications outlined in Section IV of this RFP. **Note: Proposals that do not conform to the format identified in this RFP may not be considered for award.**
 - b. Phase II: A rating team will evaluate for acceptability all proposals forwarded from FRWDB staff for consideration, with emphasis placed on the proposal's ability to meet the requested specifications and costs that are reasonable, allowable, necessary, and competitive as measured by the review of the cost structure and in comparison to all other proposals. All proposals will be scored on a 100-point scale and must receive a minimum rating of 70 points to be considered for funding.

H. Phase II Rating Criteria

Proposals will be evaluated on the following technical criteria:

1. Experience and Qualifications –40 points

This category will evaluate the bidder's experience in providing the requested services, or similar services.

- a. Review of past similar projects;
- b. Overview of business and background information, including date established;
- c. Capabilities and experience in providing the requested services or similar services;
- d. Past experience in providing the requested services, or similar services to the FRWDB and/or other Workforce Development Boards (WDBs);
- e. Resumes of executives and employees assigned to this project;
- f. Narrative description of work to be performed and how it will be performed.

2. Proposed Creative Design Elements – 20 points

- a. Review of creative suggestions related to:
 - i. Social media integration;
 - ii. Design attributes of newsletter presentation.

3. Cost of Services – 40 points

The primary considerations will be the extent that the proposal is competitive with similar proposals and the costs are reasonable and justifiable. Other factors may include the likelihood of change orders or contract amendments, phases of work that are proposed, and the ability of the proposer to deliver a project on time and within budget.

I. Best Value Evaluation Process

Cost is an important factor in the evaluation process, but the FRWDB is not obligated to accept the lowest cost response. At the FRWDB's discretion, considerations other than price may factor into a decision as to which services (and product, if applicable) provide the best value to the FRWDB. Such considerations may include:

- Qualifications of key staff
- Relevant project experience
- Any other relevant factors listed in the solicitation

In the event there is a tie between two (2) or more bidders and at least one (1) of the bidders is a local business, the contract will be awarded to the local business. A local business is defined as a business that has a physical location in Fresno County.

J. Failed Competition

The FRWDB reserves the right to reject any or all proposals when they are not responsive to the specifications of this RFP. Competitive negotiation requires that at least three (3) responsive proposals for the same scope of services be received in response to this RFP. A competition is considered failed if two (2) or less responsive proposals are received, or if two (2) or less proposals received the minimum 70 point required score. If a competition has been declared failed, the FRWDB then has the option to re-compete the procurement or enter into a sole-source procurement.

K. Appeals Process

If a bidder has submitted a proposal and is not recommended during the review process, the bidder may appeal the recommendation to the FRWDB. Appeals may not dispute the particular score received by the petitioning bidder, or the scores assigned to a competing bidder. The scores given by the rating panel are final and are not subject to question by an appealing bidder. An appealing bidder may appeal the recommendation of the evaluators if it can show that any substantial portion of the FRWDB-approved RFP process has not been followed.

All appeals must be submitted in writing to the FRWDB within five (5) working days of the notification of refusal. All appeals are to be addressed to Blake Konczal, Executive Director. Only appeals that cite the specific section(s) of the RFP that have been violated will be considered. Once reviewed by the Executive Director for merit, the appeal will be elevated first to the appropriate FRWDB Committee/Council, and then to the full FRWDB. Appeals received after the established deadline will not be accepted.

L. General Proposal Conditions

1. The format in which the proposals are to be submitted is included in this package. Proposals that do not conform to this format will be rejected by the FRWDB.
2. The bidder certifies, by submission of a proposal, all specifications listed in this RFP will be met, and further understands that these specifications may become part of the provision of services, should the proposal be awarded.
3. The FRWDB will only accept proposals for the service(s) requested. Proposals submitted for services not included in this RFP will be rejected.
4. The proposal submitted in response to this solicitation is not a legally binding document; however, the negotiated contract becomes legally binding once both parties have signed it. All proposals submitted become the exclusive property of the FRWDB.
5. All responses received are subject to the "California Public Records Act". While the FRWDB takes every measure permissible to keep all "proprietary information" identified, bidders are asked to label the information "PROPRIETARY" and enclose it in a separate envelope marked as such.
6. No funds provided under this RFP shall be used, or proposed for use, to encourage or induce the relocation of an establishment, or part thereof, that results in a loss of employment for any employee of such establishment at the original location.

M. Costs Incurred by Bidders

All costs of the proposal preparation shall be borne by the bidder. The FRWDB shall not, in any event, be liable for any pre-contractual expenses incurred by bidders in the preparation and/or submission of the proposal. The proposals shall not include any such expenses as part of the proposed budget.

N. Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered for contract award. Falsification of any information may result in disqualification.

O. Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory, on the bidder's letterhead, at any time prior to the scheduled deadline for receipt of the proposals.

P. General Reservations

The FRWDB reserves the right to extend the submission deadline if such action is in the best interest of the FRWDB. In the event the deadline is extended, bidders have the right to revise their proposals.

The FRWDB makes no representation that any proposal will be awarded to any offer responding to this RFP.

The FRWDB reserves the right to request additional information or documentation.

The proposals shall be reviewed and rated as submitted. The bidder may make no changes or additions after the deadline for receipt of the proposals.

The FRWDB reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the FRWDB reserves the right to reduce the rating points awarded.

The contract offer of the FRWDB may contain additional terms or terms different from those set forth in this RFP.

Q. Standing of Bidder

Regardless of the merits of a submitted proposal, a bidder may not be recommended for funding if it has a history of agreement non-compliance, poor past or current service performance with the FRWDB or any other funding source; or current disputed or disallowed costs with the FRWDB or any other funding source.

The FRWDB will not enter into an agreement with any entity not in good standing with the California Secretary of State.

SECTION II: SCOPE OF SERVICES

A. Organization Overview

The FRWDB is a Joint Powers Authority between the City of Fresno and the County of Fresno. We are dedicated to leading a result-oriented, performance-driven, fully integrated service delivery system that helps businesses meet their workforce needs by providing outplacement, recruiting, and training services. It is our objective to deliver services with businesses viewed as our primary customer and to foster economic and workforce development in Fresno County as the most effective way of developing jobs and a healthy tax base. Under the direction of our Board of Directors, which consists of representatives from private business, labor, and public entities, ultimately, our efforts will make a significant economic impact on the City and the County, making them a stronger and more vital place to live and work.

B. Project Overview

The FRWDB is seeking a qualified, experienced, professional web development company to design and create a new website to replace valleybuild.net.

The current website, www.valleybuild.net, was designed with the purpose of being a single point for registering potential recruits for pre-apprenticeship training known as ValleyBuild. Over time, the site has expanded to include more informational and marketing information related to the continually growing program. The program began serving the Fresno workforce development area, and has expanded to all workforce development areas from Kern County to San Joaquin County.

The object of the ValleyBuild program is to provide opportunities for interested people to gain access to training that positions them for movement into construction trade careers with the various trade unions.

C. Goals and Objectives

The overall goal of this project is to develop a website that reflects the excellence of the ValleyBuild program, and to accurately reflect its magnitude and the impact on those who complete the program.

The website must have user-friendly interfaces, consisting of intuitive and consistent options for navigating the website for both desktop form and mobile devices. The expectation is that the pages will be modern and creatively appealing, with emphasis on attracting and informing visitors of the services/programs. Also, the website's information must be displayed in an organized fashion that is easy to navigate, improves content structuring from the present site, and present core information with as few clicks as possible. The website should also incorporate the FRWDB's use of social media (i.e. Facebook, YouTube, Instagram, Twitter, and LinkedIn) for attracting/informing/targeting specific groups or populations.

D. Primary Technical Parameters

The FRWDB has identified primary technical parameters that should be considered in developing the website. The items are not limited to the following:

1. Secure site hosting of site and data.
2. The site must function flawlessly with Microsoft Edge, Mozilla Firefox, Google Chrome, and Safari.
3. Responsive pages for mobile devices.
4. Utilization of Google Analytics down to each major content area.
5. Allow easy integration of social media accounts.
6. Include UserWay assistive tools or other comparable assistive tool(s).

E. Functional Parameters

The following are the functional capabilities for the website. The content is not all inclusive, but highly representative of the type of information and functionality we require, and for which we desire the ability to add/update/delete.

1. User registration:
 - a. User registration must collect contact information and area of interest.
 - b. Background functionality must determine by zip code if the user is within an area that is recruiting for our trainings. If not, provide message stating so and directing the user to their local America's Job Center of California.
 - c. Registration presents questions to determine if the user may be eligible for WIOA and minimal demographics.
2. Data extraction or reporting to produce recruitment lists to provide to the various local areas for contacting the new registrations and users:
 - a. Retention of data for analysis of recruits.
3. Display the current ValleyBuild newsletter.
4. Provide a newsletter archive for access to past newsletters and articles
5. Provide information pages:
 - a. Trade Council area map and contact information.
 - b. Upcoming trainings.
 - c. Flyers page for visitor access to current flyers.
 - d. Contact Form for sending e-mail and providing phone number.
 - e. Grants information page.
 - f. MC3 Information page (requirements & certifications earned).
 - g. ValleyBuild NOW information page (requirements & certifications earned).
 - h. Program history and statistics (may be combined with grants information page).
 - i. Staff Page.
 - j. Media page with links to stories and imbedded video.
 - k. Training Schedule page.

F. Web Design/Consultant Firm Overview

1. Provide detailed background information on your organization that includes number of years in business, brief overview of staff and their experience, and specify the main contact (s) relevant to this project, top five (5) clients, and a list of websites the company has designed within the last five (5) years that we can review.
2. Provide information on hosting site location (city/state), security (physical and technical), backup/recovery, redundancy, access, and related hosting site characteristics.

G. Cost of Services

1. Provide a detailed listing of cost structure to include, but not limited to, hourly rate, by staff classification, and the resulting all-inclusive maximum fee for which the proposed work will be done. All costs should be included in this hourly rate.
2. Identify rates for minor and major changes to the website(s) and specify the parameters that define minor and major changes.
3. Identify rate to host the website(s) annually for a period of three (3) years. This cost is to be included in the overall proposed cost structure.

SECTION III: AGREEMENT REQUIREMENTS

In order for an agreement to be executed, you must meet certain requirements with the FRWDB. These requirements include, but are not limited to:

A. General Agreement Conditions

1. All material on the website, including, but not limited to graphics, photographs, text and illustrations, is owned by FRWDB and may be protected by copyrights and/or trademarks, registered and unregistered, which are owned and controlled by FRWDB, or by other parties that have licensed their material to FRWDB. All trademarks reproduced on the website, which are not the property of, or licensed to the operator, are acknowledged on the website. The materials on the website shall not be used for commercial gain without the expressed written permission by FRWDB. Under no circumstances would any website developer acquire any ownership rights or other interest in such materials.
2. The website developer shall indemnify, defend, and hold FRWDB harmless from any claims associated with the unauthorized use of materials. The FRWDB will not indemnify the website developer for any reason whatsoever.
3. All contracts will be effective on the date the final contract is signed.
4. All agencies are required to be an Affirmative Action/Equal Employment Opportunity Employer (AA/EEO) as defined by WIOA regulations. If selected for funding, an agency may be required to submit its AA/EEO plan. Agencies without an approved plan may adopt the FRWDB's AA/EEO plan.
5. An authorized official of the proposing agency must sign the agreement.

B. Contract Negotiations

If selected, a bidder will be responsible for all services outlined through the contract negotiation process.

The successful bidder will be expected to promptly enter contract negotiations with the FRWDB. This may result in mutually agreed upon changes in plans or activities identified in the proposal. The FRWDB reserves the right to make changes to the policies at any time during the contract period, based on changes and/or clarifications in the regulations, state legislation, local policy, or other guidance provided by the state or federal government.

Services will begin upon acceptance of a fully executed contract according to a mutually agreed upon start-up schedule. All contracts will be effective on the date the final contract is signed. The contractor must be able to provide services within 30 days of the beginning of the contract period. The FRWDB is not liable for any cost incurred by the contractor prior to the effective date of any contract.

As a result of the negotiation process, the FRWDB reserves the right to:

1. Recommend appropriate action be taken if contract negotiations fail and the contract is not finalized by the deadline date. Action may include reissuing the RFP, recommending the next qualifying proposal, or any other actions deemed reasonable or necessary as decided by the FRWDB staff or Board, as applicable. Services may not begin until the execution of a formal agreement has been finalized.
2. Fund all, or portions of, a proposal; and/or require that one (1) bidder collaborate with another for the provision of specific services, either prior to the execution of an agreement or at any point during the life of the agreement.
3. Use sources of funds other than the WIOA to fund all, or portions of, a bidder's proposal.
4. Require all or some collaborators identified in the proposal to become co-signatories to any contract with the FRWDB.

C. Agreement Modifications

All agencies, if chosen to provide services, are ensuring by signing the agreement that the negotiated services provided in the agreement cannot be changed without the FRWDB's approval and a modification to the agreement. All requests for modification must be submitted to the FRWDB with written justification.

SECTION IV: PROPOSAL FORMAT

A. General Preparation Guidelines

The following is a list of all the components of your proposal that must be included in the same order as presented in this RFP. All proposals must be submitted using the Worksheets provided in Section V of this RFP. Keep responses as concise as possible while providing all the information requested. All pages in the proposal must be typed in no smaller than 12-point font, with at least one (1)-inch margins on each side. Each page of the proposal must be numbered sequentially at the bottom of the page. These page numbers must then be inserted into your Table of Contents (Proposal Checklist).

B. Proposal Cover Page

The Proposal Cover Page to be used in the submission of all proposals is included in this RFP on page 18. The Proposal Cover Page must be completed in full and signed by an agency officer authorized to bind the agency to all commitments made in the proposal.

C. Proposal Checklist/Table of Contents

The Proposal Checklist on page 19 identifies all narratives, exhibits, forms, and certifications that must be submitted with your proposal. This sequence must be followed in assembling the completed proposal. The Proposal Checklist will serve as your Table of Contents.

D. Proposal Worksheet

Complete the Proposal Worksheet on page 20. Provide the information requested in items A through C on the Proposal Worksheet. Responses must be inserted after each of the items that you are responding to.

E. Cost Worksheet

Complete the Cost Worksheet on page 21. Provide the information requested in items A through C on the Worksheet. Responses must be inserted after each of the items that you are responding to.

F. Assurances and Certification/Certification Regarding Debarment

All proposals must include a copy of the Assurances and Certification (page 23) and the Certification Regarding Debarment (page 25) with an original signature. **Proposals that do not include a signed copy of the Assurances and Certifications/Certification Regarding Debarment will be disqualified and will not be considered for contract award.**

SECTION V: FORMS

PROPOSAL COVER PAGE

Original
 Copy

Company Name:	
Address:	
Company Telephone #:	Company Fax #:
Contact Person:	Contact Phone #:
Contact Fax #:	Contact E-mail:
<p>CERTIFICATION OF PROPOSAL CONTENT</p> <p><u>Duplication of Services and Conflict of Interest</u></p> <p>This organization, its members and collaborators are not now, and will not in the future, be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract by WIOA funds.</p> <p><u>Cost/Pricing Data and Proposal Content</u></p> <p>This is to certify that, to the best of my knowledge and belief, the cost/pricing data submitted, either actually or by specific identification, in writing to the FRWDB in support of this proposal, is accurate, complete, and current as of the date below. This certification includes the cost/pricing data supporting any agreements/contracts that may be agreed upon between the offeror and the FRWDB that are part of the result of submitting this proposal.</p> <p>Vendor agrees to all terms, conditions, and instructions of this RFP and certifies that the prices stated in their proposal shall remain firm for 60 days from the closing date of this RFP.</p> <p>_____ Date _____</p> <p>Signature of Authorized Representative</p> <p>_____</p> <p>Title of Authorized Representative</p>	

PROPOSAL CHECKLIST/TABLE OF CONTENTS

This Proposal Checklist identifies all the narratives, exhibits (forms) and certifications that must be submitted with your proposal. Follow this sequence in presenting your Proposal, with the checklist serving as the Table of Contents. In the second column, indicate the page number where that information can be found in your proposal.

PROPOSAL TABLE OF CONTENTS	Page #	Verified (√)
Proposal Cover Page		
Proposal Checklist/Table of Contents		
Proposal Worksheet		
Cost Worksheet		
Assurance and Certifications		
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions		

PROPOSAL WORKSHEET

Based on the specifications provided in Section II – Scope of Work, please provide a detailed description to each of the following sections in the development of the requested websites.

- A. Primary Technical Parameters:** Taking the technical parameters listed on page 13 into consideration, please address how you will meet the primary technical parameters for the proposed website. Include details on hosting information such as location, security (physical and technical), redundancy, access, and any other pertinent characteristics.
- B. Functional Parameters:** Taking the functional parameters listed on page 13 into consideration, please describe how you will design the functional capability of the proposed website.
- C. Creative Design Elements:** Including the minimum desired elements, technical and functional parameters, please describe your ideas to creatively design the website to comport with Goals and Objectives provided in Section II, Scope of Services, subsection C.
- D. Web Design/Consultant Firm Overview:** Provide detailed background information on your organization that includes the following:

 1. Number of years in business;
 2. Brief overview of employees and their experience;
 3. Main contact(s) relevant to this project;
 4. A list of your top five (5) clients with contact information; and
 5. A list of websites your company has designed within the last five (5) years that we can review.

COST WORKSHEET

- A.** Provide a detailed listing of cost structure to include, but not limited to, hourly rate, by employee classification, and the resulting all-inclusive maximum fee for which the proposed work will be done. All costs should be included in this hourly rate.
- B.** Identify rates for minor and major changes to the website(s) and specify the parameters that define minor and major changes.
- C.** Identify rate to host the website(s) annually for a period of three (3) years. This cost is to be included in the overall proposed cost structure.

SECTION VI: EXHIBITS

EXHIBIT I: INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective recipient of federal-assistance funds is providing the certification as set out below:

- A. The certification in this clause is a material representation of fact upon which reliance was placed upon transaction. If it is later determined that the prospective recipient of federal-assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the FRWDB may pursue available remedies, including suspension and/or debarment.
- B. The prospective recipient of federal-assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of federal-assistance funds learns that its certification was erroneous when submitted, or has become erroneous by reason of changed circumstances.
- C. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “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 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- D. The prospective recipient of federal-assistance funds 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 FRWDB.
- E. The prospective recipient of federal-assistance funds further agrees, by submitting this proposal, that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- F. 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 participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-Procurement Programs.

EXHIBIT II: ASSURANCES AND CERTIFICATIONS

The bidder provides all assurances and certifications set forth below:

A. GENERAL ASSURANCES

The bidder assures that it:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of any project costs) to ensure proper planning, management and completion of the project described in this agreement;
2. Has adequate administrative controls, personnel standards, evaluation procedures, availability of in-service training, and other policies as may be necessary to promote the effective use of WIOA funds.

B. DRUG FREE WORKPLACE

The bidder certifies that it will provide a drug-free workplace by implementing the provisions of 29 CFR 98.630.

C. CERTIFICATION OF NON-DELINQUENCY

The bidder certifies that it is not delinquent on any federal debt.

D. NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS OF WIA (29 CFR, PART 34) and (Section 188(a)(2), State Planning Guidance Iv B.4)

1. The bidder assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1982, as amended, including the Nontraditional Employment for Women Act of 1991 (where applicable); Title IV of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR, Part 34. The bidder understands that the United States has the right to seek judicial enforcement of this assurance;
2. The bidder certifies that it has developed and will maintain a "Method of Administration" pursuant to 29 CFR part 34.33; and
3. The bidder certifies that during the two (2) years preceding this agreement, it has incurred no findings of noncompliance with laws or regulations regarding civil rights or discrimination based on race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in the WIOA.

E. CONFIDENTIAL INFORMATION AND DATA

The bidder understands the necessity to protect all customer information and will establish special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction.

F. SUBMISSION OF DOCUMENTATION UPON AWARD

Should the bidder be selected for funding, the proposing bidder provides the specific assurance that all required documents specified in this RFP, including but not limited to, required proof of insurance coverage, and any supporting documents, including but not limited to, an original signed Memorandum of Understanding (if applicable). Additionally, the bidder, if selected for funding, assures that it will negotiate and finalize the contract for services in good faith.

These assurances are made with the full knowledge and consent of the signing bidder. In the event that all required documentation is not submitted as required herein, the FRWDB, at its option, may rescind any previous award and immediately proceed and make an award to the next highest scoring bidder.

Name and Title of Authorized Representative (please type)

_____	_____
Name	Title
_____	_____
Signature	Date

EXHIBIT III: 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," 29 CFR Part 98, Section 98.510, "Participants' Responsibilities." The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- A. The prospective recipient of federal assistance funds certifies, by submission of this Proposal, the Instructions (page 23) have been read and understood, and 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.

- B. 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.

Name and Title of Authorized Representative (please print or type)

Name

Title

Signature

Date