

PROPOSAL COVER SHEET

NAME OF AGENCY/ORGANIZATION: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

CONTACT PERSON: _____

TITLE OF CONTACT PERSON: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____

TYPE OF ORGANIZATION: _____

(Home based provider, center-based provider, faith, or charity-based provider):

SIGNATURE: _____

I have read and understand the conditions of this proposal. I am authorized by the business or agency listed above to enter into a contractual agreement. I have read, understand, have completed, and affirm all certifications including Attachment A of this proposal.

PROPOSAL

1. Experience and Comprehensiveness of Child Care Services Offered. Background and history of your organization and a description of the childcare services you currently offer. (Maximum 1 page)

- How many years have you been in business?
- List all certifications your organization currently holds (i.e., Texas Rising Star, Texas School Ready! participant, NAEYC, etc.) and the number of years you have participated in the programs. *Attach certificates or letters of agreement to verify participation in any program/programs listed.*
- What ages do you serve? And how many children do you care for in each age group?
- How many CCS children do you currently have in care?
- Describe the social and economic status of the group that you serve.

2. What services are you currently offering? (Maximum ½ page)

- Before/after-school care
- Extended hour care (before 6am and after 6pm)
- Weekend care
- Special populations served
- Special education or educational activities offered

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3. Demonstrated Quality Improvements.

What do you plan to purchase? (Maximum 5 pages, pictures of items do not count in page limit)

Each item must be numbered on the proposal, the budget sheet, and the receipt. Numbers must be consistent from one document to the next.

Please complete the attached budget.

Briefly describe the equipment or curriculum you plan to purchase with grant funds. Attach pictures or descriptions with prices listed for each item you plan to purchase identified. Documentation proving price reasonableness (price comparison) must be provided by submitting proof of cost from two sources for the same item to be purchased (Attachment B).

4. How will the items identified in #3 improve the quality of childcare you offer? (Maximum 2 pages)

5. What age groups will benefit from the equipment/materials, educational curriculum, or other quality items? (Maximum ½ page)

List each age group that will benefit from the items listed in #3 and how they will benefit from the item listed.

6. Price Reasonableness.

How do these prices compare and what discounts, if any, will you receive?

Documentation proving price reasonableness (price comparison) must be provided by submitting proof of cost from an adequate number of sources (two sources) for the same item to be purchased. The source that charges the least price for the item, including tax, shipping & handling, must be selected for reimbursement under this quality improvement grant.

Be sure to include shipping, handling and tax charges in your submitted estimates as required on Attachment B. List the lower estimated cost items in the same column, with the higher estimated cost items in the other column. Total each column on each page.

ATTACHMENT A

CERTIFICATIONS

SECTION 1 – CERTIFICATION OF BIDDER

I hereby certify that the information contained in this proposal 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, board member, or agent of the Texoma Workforce Development Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the request for proposals and that the organization will comply with the WIA regulations and other applicable local, state, and federal regulations and directives, including Texas H.B. 1863 in the implementation of this program. I also certify that I have read and understood the "Governing Provisions and Limitations" section of this request for proposals and will comply with the terms. Furthermore, I certify that I am an authorized signatory of the corporation, partnership, or sole proprietorship or other eligible entity named as bidder and Respondent herein and that I am legally authorized to sign this bid and submit it to the Texoma Workforce Development Board, on behalf of said Bidder by, and as applicable, the authority of its governing body.

SECTION 2 - CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

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 offeror 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, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, 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 offeror certifies that neither it nor its principals:

- (1) Are 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.

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 offeror certifies that it shall provide a drug-free workplace by:

- (a) 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;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Offeror'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;
- (c) Providing each employee with a copy of the Offeror's policy statement;
- (d) Notifying the employees in the Offeror's policy statement that as a condition of employment under this offer, employees shall abide by the terms of the policy statement and notifying the Offeror in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten days of Offeror's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requiring such employee to participate in a drug abuse assistance or rehabilitation program.

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SECTION 3 - TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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 corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The authorized representative of the corporation making the offer herein certifies that the following indicated statement is true and correct and that the representative 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.

SECTION 4 – CERTIFICATION REGARDING CONFLICT OF INTEREST

Offeror covenants and affirms that:

- (1) no manager, employee or paid consultant of the Offeror is a member of the Policy Board, the President, or manager of the Board;
- (2) no manager or paid consultant of the Offeror is a spouse to a member of the Policy Board, the President, or manager of the Board;
- (3) no member of the Policy Board, the President or an employee of the Board owns or controls more than 10 percent in the Offeror;
- (4) no spouse of a member of the Policy Board, President or employee of the Board is a manager or paid consultant of the Offeror;
- (5) no member of the Policy Board, President, or employee of the Board receives compensation from Offeror for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Offeror has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
- (7) should Offeror 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 them 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.

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SECTION 5 – CERTIFICATION REGARDING REPAYMENT OF PUBLIC SUBSIDIES BY BUSINESSES CONVICTED OF KNOWINGLY EMPLOYING UNDOCUMENTED WORKERS

- Pursuant to Texas Government Code §2264.051, a business that applies to receive a public subsidy [1] from a state agency shall certify that the business, or a branch, division, or department of the business does not and will not knowingly employ an undocumented worker [2] as defined in Texas Government Code, §2264.001(4).
- The authorized representative of the entity making the offer or application herein understands and certifies that:
 - the following indicated statement is true and correct;
 - making a false statement is a material breach of contract and grounds for contract cancellation; and
 - if, after receiving a public subsidy, the entity is convicted of a violation under 8 United States Code §1324a(f) (relating to the unlawful employment of undocumented workers) the entity shall repay the amount of the public subsidy with interest, at the rate provided under the contract issued pursuant to this offer or application, within 120 days of receiving the notice of violation.

[1] *Public subsidy* is broadly defined Texas Government Code §2264.001(3)) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

[2] *Undocumented worker* is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction. *Signing the Proposal Cover Sheet indicates assurance of these certifications. 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.*

Signature

Date

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QUALITY IMPROVEMENT GRANT BUDGET – ATTACHMENT B

In the example below, the Circle Time Rug costs less at Discount School Supply than U.S. Toys. Furthermore, the estimated shipping charges are less.
 Place the lowest priced item(s) in the same column.

Documentation from both sources must be provided to prove price reasonableness.

Additionally, the # noted on this budget for each item to be purchased should also correlate to the supporting documentation as well as the receipt submitted for reimbursement.

#	Item to be Purchased	Quantity	Source #1	Cost at Source #1	Estimated Tax	Estimated Shipping	Estimated Total Cost for Source #1	Source #2	Cost at Source #2	Estimated Tax	Estimated Shipping	Estimated Total Cost for Source #2
Ex.	Circle Time Rug	1	U.S. Toys	\$225	\$18.56	\$25	\$268.56	Discount School Supply	\$200	\$18.56	\$20	\$238.56
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
Total: Source #1								Total: Source #2				



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QUALITY IMPROVEMENT GRANT BUDGET – ATTACHMENT B, Continued

The # noted on this budget for each item to be purchased should also correlate to the supporting documentation as well as the receipt submitted for reimbursement.

#	Item to be Purchased	Quantity	Source #1	Cost at Source #1	Estimated Tax	Estimated Shipping	Estimated Total Cost for Source #1	Source #2	Cost at Source #2	Estimated Tax	Estimated Shipping	Estimated Total Cost for Source #2
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
Total: Source #1								Total: Source #2				

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