



SER-Jobs for Progress National, Inc.®

Cultivating America's Greatest Resource: People™

122 W. John Carpenter Freeway, Suite 200 • Irving, Texas 75039 • (469)524-1200 • Fax (469) 524-1287

Visit our web site at www.ser-national.org

TO: Interested Parties

**FROM: Ignacio Salazar
President & CEO**

DATE: June 29, 2009

**SUBJECT: REQUEST FOR APPLICATIONS FOR
CONSULTING SERVICES**

Ser- Jobs for Progress National Inc., is soliciting applications from a qualified individual, or firms to provide specialized consulting services. These consulting (Program and Fiscal) services will assist staff throughout the program year on an **as-needed-basis**.

A Services Survey Form, indicated as Attachment B, has been provided as part of this application process. Applicants may select those subject matter areas where they have demonstrated ability to deliver the requested services.

All inquiries should be directed to Roland Ramirez at 469-524-1299. Mailed, hand delivered, and or emailed via PDF file are acceptable.

SER is an Equal Opportunity Employer/Program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aid and services are available upon request to individuals with disabilities by dialing 711.

REQUEST FOR APPLICATION (RFA)

Issued by

SER Jobs for Progress National, Inc.

For

Consulting Services

Applications to be submitted to:

SER- Jobs for Progress National, Inc.
122 W. John Carpenter Freeway, Suite 200
Irving, TX 75039
Attn: Roland Ramirez

Issue Date: Monday, June 29, 2009 – noon

Application due Date and Time:

Open through June 30, 2010

SER is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. Telephone access is available by dialing 711.

Request for Application (RFA)

SER will receive applications for Consulting Services which will assist SER staff in addressing as-needed consulting services.

Background Information

SER-Jobs for Progress National, Inc., headquartered in Irving, Texas, is a private, non-profit, 501 (c)(3) corporation established in 1965 to address the education, employment and economic needs of Hispanics and underrepresented groups across America. Nationally, the SER Network consists of 38 affiliates operating in more than 180 offices in 19 states, Puerto Rico and the District of Columbia.

SER National is a National Grantee of the Department of Labor's Senior Community Service Employment Program (SCSEP), providing services to over 3,500 participants in eight (8) states; California, Colorado, Florida, Illinois, Kansas, Rhode Island, Texas and Wisconsin. SCSEP is designed to serve the training and employment needs of the mature worker aged 55 and older.

Eligible Applicants

Private-for-profit corporations, community-based organizations (CBO), private non-profit organizations, or individuals which have the education and demonstrated ability to perform the requested services may apply.

Purpose of the Procurement

The purpose of this Consulting RFA is to solicit applications from individuals or firms which have the demonstrated ability to deliver a variety of services.

To readily react to the needs of the services provided by SER, it is the intent of the SER to release a Consulting Services RFA which will address various aspects of day-to-day and as-needed operational issues.

Those parties wishing to apply for the RFA should review Attachment B, Services Survey Form. This attachment will indicate several areas of expertise commonly utilized by the SER throughout the program year. Applicants are requested to indicate which consulting areas applicants are interested in and are qualified for.

It must be noted that SER require that applicants have at least five (5) years of demonstrated experience within the selected subject matter. These subject matter areas are indicated on the Services Survey Form as Attachment B.

This application process will be open until June 30, 2010. Applications which have been evaluated, deemed responsive, and accepted will be selected and added to the SER Consulting Vendors List. Applicants will be engaged by SER on an **as-needed-basis** for a period not to exceed One (1) year beyond application acceptance/award (depending on sub-contractor performance and availability of funding).

The attached materials describe the information needed to submit an application. Questions about the RFA may be sent via email to:

Roland Ramirez at rramirez@ser-national.org or fax to 469-524-1287.

In addition to a hard copy, submission of application electronically (via email) can expedite the review process. This RFA is open and continuous and applications may be submitted until 5:00 p.m., Tuesday, June 30, 2010.

Submission of Applications

Applications shall be submitted to:

**SER Jobs for Progress National, Inc.
Attn: Roland Ramirez
122 W. John Carpenter Freeway, Suite 200
Irving, TX 75039**

Submit one original, signed copy of the Application. In order to expedite the review process, you may submit a PDF copy via email to rramirez@ser-national.org. This electronic copy must indicate all signatures required. Mail or hand deliver the application with original signatures to the above address.

Application Selection Process

1. All applications considered must be responsive to the RFA instructions.
2. SER will base its selection on education, experience, demonstrated ability, availability, and cost.
3. SER will make a good faith effort to award contracts to Historically Underutilized Businesses (HUB's).
4. All applicants will receive notification of application approval. An applicant who wishes to protest the decision will be required to notify the President in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest. SER reserves the right to determine whether the protest is valid and merits further consideration.

Application Evaluation Criteria

The review and selection process will include the following criteria and value system:

Responsiveness to RFA - Value 10 points

This criterion examines the extent to which the minimum requirements of the RFA were complied with.

Education - Value 10 points

This measure addresses the applicant's educational obtainment and analytical capacity.

Experience - Value 30 points

This criterion examines the knowledge and skills of the applicant which have been derived from actual work experiences within the workforce development field.

Demonstrated Ability - Value 30 points

This criterion is a measure of the applicants past ability to delivering similar services.

Availability - Value 10 points

This evaluation measure indicates the applicant's ability to respond within a timely manner for the requested services.

Cost - Value 10 points

Is the cost indicated by the applicant within the market rate for such services?

HUB - Value 5 points

Historically Under Utilized Business as certified by the State of Texas.

RFA Conditions

1. SER reserves the right to accept or reject any or all applications submitted.
2. This RFA does not commit SER to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor or other funding sources.
3. The intent of this RFA is to identify the various contract alternatives and estimates of costs for the items solicited. SER is under no legal requirement to execute a contract from any application submitted.
4. Applicants shall not make offers of gratuities or favors, to any officer, employee, or any subcontractor employees of SER. Contact for technical assistance is allowed with the RFA contact person. Violation of this instruction will result in immediate rejection of the application.
5. SER specifically reserves the right to vary the provisions set herein anytime prior to the execution of the contract where such variance is deemed to be in the best interest of SER.

6. All applications and their accompanying attachments will become property of SER after submission and materials will not be returned. In addition, all materials that are produced as a result of this RFA become property of SER.
7. The contents of a successful application may become contractual obligations, if a contract is awarded. Failure of the applicant to accept those obligations may result in the cancellation of the application for selection. The contents and requirements of this RFA may be incorporated into any legally binding and duly negotiated contract between SER and the selected vendor(s).
8. SER reserves the right to select and/or contract with more than one vendor from the applications submitted.
9. Costs incurred by a contracted entity in the delivery of services shall be reimbursed based on mutually-agreed on conditions and delivery schedules with the submission of appropriate documentation. Delivered services must meet standards agreed upon during contract negotiation before reimbursement is made.
10. SER is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws.

Application Submission Instructions

Applications may be submitted commencing June 29, 2009 and the deadline for the receipt of Applications is **5:00 p.m., Tuesday, June 30, 2010**. Responses received after the deadline will not be considered. Responses should be mailed, e-mailed, or hand delivered to:

SER Jobs for Progress National, Inc.
Attention: Roland Ramirez
122 W. John Carpenter Freeway, Suite 200
Irving, TX 75039
rramirez@ser-national.org
469-524-1299

ATTACHMENT A
CERTIFICATION BY PROPOSER
FOR
CONSULTING SERVICES

IDENTIFICATION OF RESPONDENT

Name of Individual Responding: _____

Name of Firm (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email address: _____

How many years has your firm been providing similar services? _____

What are your qualifications, education, experience, and program specific knowledge?

How many years of direct knowledge working with Workforce programs. _____

Is your firm registered with the state General Services Commission as a HUB. _____

Provide a brief description of your organizations, legal status, size, and whether it is local regional, or national in operations.

DESCRIPTION OF SERVICES PROVIDED

Indicate those services you are qualified for and are proposing to deliver. You must have a minimum of three (3) years experience.

Cost per hour / per day for services rendered. _____

When can you/will you be available to perform services. _____

SIGNATURE

Signature of Respondent: _____

Date Application Form Submitted: _____

ATTACHMENT B

SER National

SERVICES SURVEY FORM

The following areas of expertise that are being solicited by SER National. Please indicate the areas you are qualified to provide consulting services. List the number of years of experience you have in the subject matter selected.

- Program Enhancement and Development for SCSEP
- Fiscal Management Procedures and MIP Accounting
- Group and Individual Presentations
- Business Services Development
- Job Seeker Services Development
- Staff Training & Development
- Outreach & Marketing
- Data Management Systems
- Contract Development
- Contract Negotiations
- General Consulting
- Staff Training
- General Facilitation
- Outreach and Marketing
- Assisting SER National with related activities such as Job Fairs, employment seminars, etc.
- Other Related Tasks Knowledge

Please submit a resume which indicates your expertise in these fields.

ATTACHMENT C

CERTIFICATONS 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 Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor 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, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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 undersigned contractor certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, and 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 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 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.

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 undersigned contractor 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 Contractor'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 Contractor's policy statement;
- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor 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 Contractor'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 requires such employee to participate in a drug abuse assistance or rehabilitation program.

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.

Name and Title of Authorized Representative

Signature

ATTACHMENT D

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for Profit Corporation that is delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

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

Name and Title of Authorized Representative

Signature

ATTACHMENT E

STATE ASSESSMENT CERTIFICATION

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

The corporation certifies that:

_____ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

_____ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Name and Title of Authorized Representative

Signature

ATTACHMENT F
SER National
DISCLOSURE OF INTEREST

It is the fiscal policy that all persons or firms seeking to do business with SER National provide the following information. Every question must be answered. If the question is not applicable, answer with "NA".

FIRM NAME: _____
P.O. BOX: _____
STREET: _____
CITY: _____
STATE: _____ ZIP: _____

FIRM IS: 1. Corporation () 2. Partnership () 3. Sole Owner ()
 4. Association () 5. Other () _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the name of each "non-managerial employee" of SER National having an "ownership interest" constituting 5% or more or the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<u>Name</u>	Job Title and Section (if known)
_____	_____
_____	_____

2. State the names of each "managerial employee" of SER National having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<u>Name</u>	Title
_____	_____
_____	_____

3. State the names of each "board member" of SER National having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

Name

**Board, Commission, or
Committee**

4. State the names of each employee or officer of a “consultant” of SER National who worked on any matter related to the subject of this contract and has an “ownership interest” constituting 5% or more of the ownership in the above named “firm” or is an officer, director, employee, or consultant employed or associated with your organization:

Name

Consultant

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information request; and that supplemental statement will be promptly submitted to SER National, as changes occur.

Certifying Person:

Title:

Signature of Certifying Person:

Date:
