



WORKSOURCE

The Source of Opportunity

REQUEST FOR PROPOSAL (RFP)

FOR

**SHORT-TERM TRAINING FOR INDUSTRIAL TRADE'S WORKERS FOR WELDING,
PIPEFITTING, AND/OR ELECTRICANS**

ISSUE DATE: March 16, 2008

DEADLINE FOR PROPOSAL: 12:00 p.m., Friday, May 2, 2008

Proposal Submission to:

**WorkSource
Attention: Ramiro Hoyos, Jr.
400 Mann Street, Suite 1000
Corpus Christi, TX 78401**

Workforce Solution 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.

COASTAL BEND WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSAL (RFP) FOR SHORT-TERM TRAINING OF INDUSTRIAL TRADE'S WORKERS FOR WELDING, PIPEFITTING, AND /OR ELECTRICIANS

BACKGROUND INFORMATION

The Coastal Bend Workforce Development Board, the Board, is a non-profit, tax-exempt organization that oversees workforce development programs in the twelve (12) county Coastal Bend region and is comprised of (34) members. The majority of the members of the Board are from the private sector. The balance of the membership of the Board is composed of representatives of educational agencies, literacy organizations, organized labor, rehabilitation services, community-based organizations, economic development agencies, the State human service agencies, and the public employment service. The Board receives funding from the Texas Workforce Commission (TWC).

DESCRIPTION OF REQUESTED SERVICES

The Coastal Bend Workforce Development Board is soliciting proposals from qualified individuals, or firms to provide Short-Term Training for Welding, Pipefitting, and /or Electricians.

The level of manufacturing business activity in the Coastal Bend Workforce Area continues to increase, especially for metal manufacturing, off shore drilling platforms, petrochemical manufacturing, power plant construction, etc. Construction industries support this manufacturing activity by new construction and maintenance of existing facilities. Skilled labor shortages in the industrial construction industries are apparent nationwide and especially Statewide following Hurricanes Rita and Katrina. The prospects for the demand and supply of industrial construction workers to normalize are likely. The looming retirement of baby boomers will magnify the imbalance of supply and demand.

Significant shortages in all industrial trades are evident in discussions with area and Texas employers. The most commonly repeated need is for welders, pipe fitters, and electricians. Workforce Solution issues an RFP to increase the local training capacity for industrial trade's workers, especially welders, pipe fitters, and electricians.

A common concern from employers is that the training be short term with emphasis on lab work. This request for proposals emphasizes short term training for welding, or pipefitting, or electricians.

In addition to training new students, proposals may include incumbent worker training to upgrade the skills of workers working in these occupations. (Example: upgrading the skills of structural welders to pipe welding, heli-arc, manufacturing processes and other curriculum for

which the proposers can justify demand.) The length of training will be up to 520 hours depending on the needs of the new student or incumbent worker. Eligible proposers are community colleges and career schools. Consortiums of employers may apply as an entity and may designate the training facility or training resources of their choice. Training providers will be required to track the entered or retained employment results of the students trained through this short term training.

Similar short term training for other industrial trades occupations will be considered based on the quality of the proposals submitted. Although the current model for expanding training capacity centers mainly on funding an additional instructor position, the RFP will be open to other capacity expanding strategies as well.

The anticipated budget for this activity is between \$20K-\$50K per grant. More than one proposal may be funded depending on the quality of proposals, and the availability of funds. The tentative start for this activity is the Fall Semester 2008. Applications will be evaluated on previous experience, demonstrated effectiveness, cost, timeliness of delivery, and potential effectiveness of the proposal.

Proposals should include a description of the capacity expanding services to be provided, the number of additional trainees to enter training, and a budget for the proposal. The proposal should serve the needs of employers and workers in the Coastal Bend Workforce Development Area: Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, McMullen, Nueces, Refugio, and San Patricio Counties. **Please note that proposers may not purchase any type or form of equipment if awarded these grants.**

REQUIRED QUALIFICATIONS

The individual and or firms must have experience working with Upper Level Educational Institutes, Community Colleges, Industries, Skill Craft Centers, Chamber of Commerce, Economic Development Organizations, and/or School Districts that understand workforce programs at the service delivery level.

GENERAL INFORMATION

RFP Requestor:	Coastal Bend Workforce Development Board
Contact Person:	Ramiro Hoyos, Jr., Contract & Procurement Specialist (361) 225-1098, ext. 115
Response Deadline:	12:00 p.m., Friday, May 2, 2008. Responses received after the closing deadline will not be considered.
Submission of Response:	Proposers must submit one (1) Original and three (3) copies (for a total of 4) of each proposal by regular, courier, express, registered, and/or overnight mail, or

hand deliver responses may be submitted to Workforce Solution, attention: Ramiro Hoyos, Jr., 400 Mann Street, Suite 1000, Corpus Christi, Texas 78401.

Faxed or Email responses will not be acceptable.

Proposals received will become part of the Board's official files without further obligation to the proposer.

The Board reserves the right to:

accept or reject any and all proposers,

request additional information form proposers,

extend the deadline for submission,

reissue the Request for Proposals (RFP),

waive any defect, irregularity, for informality in any proposal or bidding procedure,

retain negotiation right to clarify, or verify any aspect of a submitted proposal in response to the RFP,

negotiate a resulting contract with one or more of the qualified bidders responding to this RFP,

require the submission of any price, technical, or other revision to the proposal which results from negotiations conducted.

The Board is under no legal obligation to execute a contract resulting from this RFP and intends the materials provided herein only as a means of identifying and considering various contractor alternatives and the general cost of services derived.

The Board reserves the right to vary the provisions set forth herein any time prior to the execution of a contract for services. This RFP does not commit the Board to pay for any costs incurred prior to the execution of the contract.

The Board reserves the right to negotiate the final terms of any or all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of activities, implementation schedule, and cost.

Contracts negotiated as a result of this RFP may be extended, modified, or de-obligated in the manner set forth in the contract in order to attain the objectives of the Board.

For consideration, proposals must be submitted according to format requirements.

PROPOSAL FORMAT AND PREPARATION

Interested proposers must use the attached “Response Form”. Proposal packages should be organized in the manner specified below:

- Proposals should be prepared in a concise manner. Clarity of content and completeness are essential.
- All proposals must be typed and completed on 8 ½ x 11 paper.
- Use the Certification by Proposer form (Attachment A) of this RFP as the cover sheet.
- Complete and return the attached certification forms with your response.

ATTACHMENTS TO BE COMPLETED AND RETURNED WITH EACH PROPOSAL
Important Note: The use of color paper is not necessary. In other words, the Original and three (3) copies (total of 4) of the proposal must be submitted.

Attachment A.	Proposer Identification/Cover Sheet
Attachment B.	Narrative
Attachment C.	RFP Line Item Budget
Attachment D.	Certification Regarding Lobbying, Debarment etc.
Attachment E.	Texas Corporate Franchise Tax Certification
Attachment F.	State Assessment Certificate
Attachment G.	Disclosure of Interests

EVALUATION OF PROPOSALS

Selection of service providers will be done in accordance with applicable federal and State procurement regulations and the most recent Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC).

The selection of a provider for the requested services will be based on (1) the proposers demonstrated competence, knowledge and qualifications, (2) the availability of the proposer to deliver the services requested, and (3) the reasonableness of the proposed fee for the services. Responses must meet the needs of the Board’s solicitation and conform to the specifications stated in the RFP, as determined by the Board. The Board retains the right to reject any or all responses when there are sound, documented business reasons and it is in the best interest of the Board.

RULES GOVERNING THIS RFP PROCUREMENT PROCESS.

Utilizing procurement standards set forth in the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC), the rules promulgated by the Office of the Governor under the Uniform Grant and Contract Management Standards (UGCMS), and the applicable federal and State laws and regulations governing grant funds for this procurement.

Important Note:

In order to afford all proposers an equal opportunity to respond to this RFP, other than to obtain a copy of the Request For Proposal package, communication with Board Staff or any Workforce Development Board Member in reference to this RFP is prohibited unless prior written approval is obtained from Mary Ann Rojas, Board President & CEO. Failure to comply with this provision may be grounds for disqualification of the response, at the sole discretion of the Board.

Proposers shall not, under penalty of law, offer to provide any gratuities, favors, or anything of monetary value to any officer, member, employee or agent of the Workforce Development Board of the Coastal Bend for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.

- 1. Eligible Proposers:** Eligible proposers are community colleges and career schools. Consortiums of employers may apply as an entity and may designate the training facility or training resources of their choice. Community-based organizations, minority, disadvantaged, and women's business are encouraged to respond.
- 2. Specifications:** Proposers are expected to examine the RFP, Specifications, and all Forms, Attachments and related documents contained in the RFP. Failure to do so will be at the proposer's risk. Responses submitted on other than Workforce Development forms or with different terms or provisions may be considered as non-responsive proposals.
- 3. Explanations:** Any explanation or technical assistance desired by a proposer regarding the meaning or interpretation of these instructions or any other document in the RFP must be requested **in writing** to the Board and postmarked or Faxed on or before the technical assistance deadline. **Oral explanations will not be given.**

Any information furnished to one prospective proposer concerning the RFP will also be furnished to all other prospective proposers as an addendum to the RFP if such information is necessary to proposers in submitting their proposal.

- 4. Information Required:** Each proposer shall furnish the information required by the RFP. The proposer shall complete and sign the Certificate by Proposer from and such other forms and certifications as may be required in the RFP. All the documents submitted by the proposer shall collectively constitute the proposer's offer.

5. **Submission of Qualifications:** Proposer must submit their proposal to the Board at the address indicated on the cover sheet of this RFP. Responses may be submitted by mail, express mail or delivered in person; but in any event must be received at the Board on or before the deadline for submission.
6. **Modification or Withdrawal to Solicitation:** Responses may be modified or withdrawn by written or Faxed notice received by the Board prior to the deadline for submission of proposals. A proposal may also be withdrawn in person by a proposer or his or her authorized representative prior to the deadline for submission, provided that the proposer's identity is made known and he/she signs a receipt for the proposal. In no event may proposals be modified by the proposer after the submission deadline unless modification is requested by the Board as a condition of proposal clarification or contract consideration/negotiation.
7. **Deadlines:** Proposer will be required to submit all written requests for explanations or technical assistance and all proposals in a timely and correct manner on or before the deadlines set by this RFP. The Board will not assume any responsibility for requests not answered due to postal delays or any other problems encountered in transmitting requests for assistance, nor shall the Board be liable for proposals not submitted by the deadline for submission due to such delays.
8. **Firm Proposals:** An individual authorized to bind the proposer must sign all proposals and the proposal shall constitute a firm offer for at least 120 days from the deadline for submission. The proposal must also provide a name, title, address and telephone number of the individuals with authority to negotiate and contractually bind the proposer.
9. **Property Rights in Proposals:** All proposals received shall become the property of the Board. Any material submitted to the Board with proposals shall not be returned. Trade secrets or other confidential information that qualifies for an exemption under the Texas Open Record Act must be clearly marked and identified as confidential information through the use of brackets, underlining or other easily recognizable means. The Board will act within the limits of the law, to maintain the confidentiality of such records, and not make them available for public inspection.
10. **Reasonableness of Costs:** The Response shall demonstrate the reasonableness of cost of the proposed services. The methodology exercised is at the option of the proposer, but it may include a cost breakdown or comparisons with costs of other providers of similar services. A cost is considered "reasonable" if, in its nature of amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of costs, consideration shall be given to:
 - a) whether the cost is a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the contract;

- b) the restraints or requirements imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and State laws and regulations and the terms and conditions of the contract;
- c) whether the individuals concerned acted with prudence under the circumstances, considering their responsibilities to their respective organization's members, employees, clients and the public at large; and
- d) significant deviations from established practices of the organization that may unjustifiable increase the proposer's cost.

The Truth in Negotiation Act requires contractors to disclose accurate, current and complete cost and pricing data. The selected proposer will be required to allow an audit for defective pricing to be conducted pursuant to the terms and conditions of the contract.

11. Evaluation of Proposals: All responses will be evaluated by an RFP evaluation committee. This solicitation process is a negotiated procurement utilizing the Request For Proposals method, and award of the contract will not necessarily be made to the lowest-priced proposal or the highest estimate of services. The Board will award the contract based upon the most responsive proposal satisfying the Board's objectives and which is determined to be the most advantageous to the Board, price and other factors considered.

12. Grievance and Protest Procedures: The Board will notify each proposer of the final selection. If a proposer wants to submit an inquiry or protest the award process, a letter regarding the matter should be forwarded to the Board within five (5) working days after notification of the contract award. The letter should be mailed to the attention of the President & CEO, Coastal Bend Workforce Development Board, 400 Mann Street, Suite 215, Corpus Christi, Texas 78401. The Board will take prompt action to respond. A response will be forthcoming from the Board President's office within ten (10) working days of the receipt of the inquiry or protest. The written protest must include the following information:

- a) identification of specific procurement complaint;
- b) the grounds for the complaint including a list of the acts or omissions by the Board which form the basis of the complaint;
- c) the basis for the protester's interest in the procurement; and
- d) the date on which the proposer received notice of the outcome of the procurement.

13. Negotiation of Contract: The Board reserves the right to negotiate the final terms of all contracts with successful proposers. Items that may be negotiated include, but not limited to, type and scope of activities, implementation schedule, number of participants to be served and costs. Contract negotiated as a result of this RFP may be extended, modified or be obligated in the manner set forth in the Contract General Terms and Conditions in order to attain the program objectives of the Board.

The contents of a successful proposal may become a contractual obligation, if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to a successful proposer as a basis for release of proposed services at stated price/cost. Any damages accruing to the Board as a result of a proposer's failure to contract may be recovered from the proposer.

A contract with a selected proposer may be withheld, at the Board sole discretion, if issues of contract or compliance, or questioned/disallowed cost exist, until such issues are satisfactorily resolved. The Board may withdraw award of a contract if resolution is not satisfactory to the Board.

All responses to the RFP, regardless of the method of submitting the proposal-U.S. Postal Service, United Parcel Service, Airborne Express, or any other delivery service-must be received by Mr. Ramiro Hoyos, Jr., Contract & Procurement Specialist, at Coastal Bend Workforce Development Board offices, 400 Mann Street, Suite 1000, Corpus Christi, Texas, 78401. The **deadline** as stated on the Cover Page of this RFP is **12:00 p.m., Friday, May 2, 2008**. Official time shall be confirmed with local Corpus Christi recorded time. Proposals received after the deadline may not be considered.

Proposers will be permitted to submit their response any time prior to the deadline between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday at the office of the Board (address above). Absolutely no proposal modifications or technical corrections will be accepted after the stated deadline. All proposers will be issued a receipt upon hand delivery.

As proposers will be issued a receipt verifying that proposals have been received, no protests of timely submission will be heard without this receipt. The Board **WILL NOT** accept a U.S. Postal Service postmark and/or validation stamp, mail receipt with the date of mailing stamped by the U.S. Postal Services, a dated shipping label, invoice or receipt from a commercial carrier, or any other documentation as proof of receipt of any application. Receipts for proposals received by other than hand delivery will be sent by Certified Mail.

Proposers must submit **one (1) Original and three (3) copies (for a total of 4)** of each proposal by regular, express, registered, or overnight mail, or deliver in person to:

**Workforce Solution
400 Mann Street, Suite 1000
Corpus Christi, Texas 78401
Attention: Mr. Ramiro Hoyos, Jr.**

**ATTACHMENT A
PROPOSER IDENTIFICATION /COVER SHEET**

A. IDENTIFICATION OF PROPOSER

Name of Organization: _____

Address: _____

Contact Person Regarding this Proposal: _____

Telephone Number: _____ E-Mail Address: _____ Fax: _____

B. AMOUNT OF FUNDING FOR CONTRACT PERIOD

Total Requested: \$_____ / Total In-Kind/Cash Contributions: \$_____

Total Funds for Co-Proposer (if applicable): \$_____ / _____

C. NAME AND TITLE OF PERSON RESPONSIBLE FOR:

Contracting Authority: _____ / _____

Contract Negotiations: _____ / _____

Liaison to the Board: _____ / _____

D. DESCRIPTION OF PROPOSER (Legal/Tax status)

____ Private, for-profit	____ Public, non-profit	____ Private, non-profit
____ Corporation	____ Partnership	____ Sole Ownership
____ Government entity	____ Other (Specify) _____	

E. State Comptroller ID # _____ Federal Tax ID # _____

F. HUB STATUS?

Please check if your firm is a Historically Underutilized Business as defined by the Texas Government Code 407.101. ____ Yes ____ No
If "Yes" provide Certification.

G. DATE PROPOSAL SUBMITTED TO THE BOARD: _____

H. SIGNATURE OF PERSON WHO CAN COMMIT ORGANIZATION TO PROPOSED PROGRAM:

Signature

Date

ATTACHMENT B

**DESCRIPTION OF SERVICES
NARRATIVE**

Please provide your narrative which addresses the questions indicated in the Requested Services Section. Limit your response to five (5) pages.

**ATTACHMENT C
RFP LINE ITEM BUDGET**

Proposer's Name: _____

Prepared By: _____

ITEM	ADMIN COST PAID BY BOARD	PROGRAM SERVICES COST PAID BY BOARD	TOTAL REQUESTED COST	COST PAID BY OTHERS
Total Salaries & Fringe				
Other Personnel Costs (Travel)				
Other Personnel Cost (Training)				
Supplies and Materials & Office Expenses				
Insurance				
Transportation				
Marketing & Recruitment				
Membership & Subscriptions				
Space & Facilities & Communications				
Contracted Services				
In-Kind Contributions				
TOTAL				

*Purchase of capital equipment with Board's funds requires advance approval and is discouraged. The Board will pay for leased equipment (but not leased purchase), or a reasonable user fee.

ATTACHMENT D

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 subawards 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 undersigned contractor 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 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 require 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 E

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporation that are 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 F

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

Date

Signature

ATTACHMENT G

**Coastal Bend Workforce Development Board
DISCLOSURE OF INTEREST**

It is the fiscal policy that all persons or firms seeking to do business with WorkSource 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 WorkSource 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:

I.	Name	Job Title and Section (if known)
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2. State the names of each "managerial employee" of WorkSource 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:

II.	Name	Title
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3. State the names of each "board member" of WorkSource 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:

III.	Name	Board, Commission, or Committee
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4. State the names of each employee or officer of a "consultant" of WorkSource 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:

IV. 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 WorkSource, as changes occur.

V. Certifying Person: _____

Title: _____

Signature of Certifying Person: _____

Date: _____
