

# Formal Quote Request "FY24-700-001, Annual Financial Auditing Services (Single Audit)"

1 Cover Page

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Formal Quote Request (FQR)  
**FY24-700-001**  
**Annual Financial Auditing Services**  
**(Single Audit)**

Release Date  
**November 6, 2023, at 9:00 a.m. (MST)**

Submission Deadline  
**November 22, 2023, at 12:00 p.m. (MST)**

Workforce Solutions Borderplex, Inc.  
304 Texas Ave., Suite 1400  
El Paso, TX 79901  
(915) 887-2941  
[procurement@borderplexjobs.com](mailto:procurement@borderplexjobs.com)

Workforce Solutions Borderplex, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids available upon request to individuals with disabilities. Relay Texas: Telecommunication Device for the Deaf (TDD) "711" or (800/735-2989), \*800/735-2988 (Voice). Ayuda y servicios están disponibles para personas con discapacidades. Relay Texas: Sistema de comunicación para personas con problemas auditivos (TDD) "711" o (800/735-2989), \*800/735-2988 (Voz)

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The logo for American Job Center, featuring the words "AmericanJobCenter" in blue and red, with a red star above the "o" in "Job".  
network

## 2 Information

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### **FORMAL QUOTE REQUEST PACKET**

Workforce Solutions Borderplex (WSB) intends to apply part of its budgetary allocation toward the Annual Financial Auditing Services (Single Audit) to comply with the Single Audit Act. Formal Quote Request "FY24-700-001, Annual Financial Auditing Services (Single Audit)" will be available after **9:00 a.m. (MST), Monday, November 6, 2023, at** <https://my.rfp360.com/public/rfp/bdf12d4f-050d-4909-af0f-b49613c90d67>

### **Bidders Conference**

**November 9, 2023, at 11:30 a.m.**

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 252 405 492 679

Passcode: wDN9w8

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

+1 915-320-3483,,931379892# United States, El Paso

Phone Conference ID: 931 379 892#

[Find a local number](#) | [Reset PIN](#)

### **PROPOSAL DUE DATE AND DELIVERY METHOD**

Electronic proposals are to be posted in RFP 360 no later than:

**12:00 p.m. (MST) on Wednesday, November 22, 2023.**

**Responses will not be accepted under this  
Formal Quote Request after this date and time.**

No other method of submittal will be accepted unless there are extenuating circumstances and the Purchasing & Contracts Manager has provided written guidance.

## 3 Specifications

Point Value: 0

### **Scope of Work**

The Contractor will provide Single Audit Services to include an audit of both the organization's financial statements and compliance with Federal award requirements for those programs identified as "major programs" (based on application of the risk based approach and criteria outlined in 2 CFR § 200.518 and .519) for the audit.

Through the audit process, the auditors determine whether the organization's financial statements fairly present the organization's financial position and whether they are presented in accordance with Generally Accepted Accounting Principles (GAAP) or an other comprehensive basis of accounting. Both the financial statement and compliance audits provide information on the internal controls design appropriateness and operating effectiveness, enabling management to identify systematic weaknesses in a timely manner.

### **Scope of Work - Deliverables (reports, end product, etc.)**

Audited Financial Statements and Supplemental Information.

#### 4 Timeline Schedule

Point Value: 0

##### **FORMAL QUOTE REQUEST SCHEDULE**

The following schedule of events is subject to change at the discretion of WSB. All times shown in the FQR are Mountain Standard Time Zone (MST).

Formal Quote Request Posting Date	November 6, 2023, at 9:00 a.m. (MST)
Bidder Conference	November 9, 2023, at 11:30 p.m. (MST)
Questions Due Date	November 14, 2023, by 12:00 p.m. (MST)
Answers Release Date	November 16, 2023, by 5:00 p.m. (MST)
<b>Proposals/Quotes Due Date</b>	<b>November 22, 2023, at 12:00 p.m. (MST)</b>
Contract Start Date	December 1, 2023

#### 5 Submission & Term

Point Value: 0

##### **SUBMISSION OF PROPOSALS/QUOTES**

WSB has made the transition to an all-digital procurement system and uses the RFP 360 online portal to manage all formal procurements. Respondents must follow all the rules provided in this Formal Quote Request and submit their complete proposal via RFP 360. The RFP 360 portal allows bidders to begin and save proposals and to return to continue, edit or complete the proposal at a different or later time. Official receipt of proposals will be provided automatically by the RFP 360 portal upon completion and submission of a proposal. Timely submission of proposals is the sole responsibility of the proposer. Proposals may be withdrawn upon written request if made before the response deadline. Once the response deadline is passed, all proposals will become the property of WSB and will not be returned. Proposals submitted in response to this Formal Quote Request are subject to the Texas Public Information Act, Government Code, Chapter 552, and may be disclosed to the public upon request. No documents relating to this procurement will be presented or otherwise made available to any other person, agency, or organization until after the funding award. Any proprietary information should be clearly marked as "Proprietary." (Note: Information marked as proprietary may still be considered public information; the Attorney General makes the final decision on what is proprietary.)

##### **CONTRACT TERM PERIOD**

WSB may award one or more contract(s) for the services delineated in the Scope of Work in this Formal Quote Request. Any contract(s) awarded will be effective upon execution of the contract. **The contract(s) resulting from this procurement will be for a (1) one-year term with the option for (3) three, (1) one-year renewal.** A contractor performance evaluation will be required at the end of each year.

## 6 About Us

Point Value: 0

Workforce Solutions Borderplex, Inc. (hereafter "WSB") is a regional 501(c) (3) non-profit corporation that provides workforce services to job seekers and businesses in a six-county region along the U.S.-Mexico border from El Paso to east of Presidio County. As one of 28 workforce boards in Texas, Workforce Solutions Borderplex's mission is to provide skilled workers to employers by advancing education, employment, entrepreneurship and economic development opportunities in support of global competitiveness and regional prosperity.

WSB is governed by a Board of Directors appointed by local Chief Elected Officials in accordance with the provisions of Texas Senate Bill 642, Texas House Bill 1863 and the Federal Workforce Investment Act of 1998. WSB is composed of volunteer community leaders representing the private sector; organized labor-based organizations (CBOs); education; public employment service (TWC); vocational rehabilitation; public assistance; economic development; local literacy councils; and, adult basic education.

The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of WSB's daily operations. The CEO is ultimately responsible for and oversees the operations and finances of WSB's programs, personnel and procurement processes utilized to comply with Federal and State regulations.

WSB is the oversight entity and fiscal agent for workforce development services and administers the procurement of goods and services that complies with Federal and State regulations. The primary responsibility of WSB is to identify the workforce needs and issues of the area; and provide policy and program guidance and evaluation of workforce development programs and services that affect area employers, residents and job seekers.

WSB represents a public/private partnership that serves as a catalyst for building a workforce development system that meets the needs of local employers and job seekers. The Workforce Board area consists of Brewster, Culberson, El Paso, Hudspeth, Jeff Davis and Presidio counties.

For more information about WSB, please view the materials at [www.borderplexjobs.com](http://www.borderplexjobs.com). Additional information about Workforce Solutions Borderplex and the workforce system, in general, can be obtained from [www.twc.texas.gov](http://www.twc.texas.gov).

This Formal Quote Request provides potential respondents with vital background information and describes the desired services, guidelines for submitting a response, and the selection process. Potential respondents are strongly encouraged to:

- Read the Formal Quote Request carefully; and
- Provide all necessary information and ask questions or seek technical assistance on points or concepts that are unclear.

## 7 General Information

Point Value: 0

### **PROCUREMENT STANDARDS**

Procurement of goods and services under federal assistance programs must be in compliance with the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts. These guidelines require that procurement transactions be conducted in a manner that provides for maximum free and open competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

The Texas Workforce Commission's (Commission) Financial Manual for Grants and Contracts (FMGC) §14.3 states:

The procurement of all goods and services will be conducted, to the maximum extent practical, in a manner providing full and open competition consistent with applicable administrative requirements.

### **ELIGIBILITY TO RESPOND**

This Formal Quote Request is open regarding the variety of proposed options to ensure that the resulting selection will be responsive to the current needs and challenges of the organization. Organizations able to meet the technical specifications for quality and other terms of this quote and not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective provider must affirmatively demonstrate responsibility. A prospective provider, by submitting a quote, certifies to WSB that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this Formal Quote Request.
- Is able to comply with the required or proposed Formal Quote Request.
- Has a satisfactory record of integrity and ethics.
- Be otherwise qualified and eligible to receive an award.
- Be in good standing with the applicable national or state associations.

**No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.**

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this Formal Quote Request.

For purposes of this Formal Quote Request, interested contractors are referred to as "Bidders," "Proposers," "Respondents," "Applicants," "Providers" or "Contractor."

## 8 General Information (cont.)

Point Value: 0

### **AUTHORIZED BOARD CONTACT**

The authorized Workforce Board contact for this procurement is the Procurement & Contracts Manager, Workforce Solutions Borderplex, Inc., 304 Texas Ave., Suite 1400, El Paso, Texas 79901, Telephone: (915)-887-2941 or via email at [procurement@borderplexjobs.com](mailto:procurement@borderplexjobs.com).

### **GENERAL CONDITIONS**

Offerors should consider the following general conditions in preparing responses:

- WSB reserves the right to negotiate the final terms of any and all contracts or agreements with the selected respondent and any such terms negotiated as a result of this Formal Quote Request

may be renegotiated and/or amended in order to successfully meet the needs of the workforce development area.

- All costs directly or indirectly related to the preparation of a response to the Formal Quote Request or any oral presentation required to supplement and/or clarify a proposal, which may be required by the WSB, will be the sole responsibility of and borne by the applicant.
- It is WSB's intent to contract with an entity that will perform all primary functions of this contract. The contractor may subcontract any of the activities/functions described herein. It is expected that any such arrangement(s) be disclosed in the applicant's proposal.
- Budgets must be based on allowable, reasonable, allocable, and necessary expenses to the proposed program.
- Any contract resulting from this procurement must include a cost allocation plan for any shared costs.

### **CHANGES, AMENDMENTS, WITHDRAWAL, RE-ISSUANCE**

A quote may be withdrawn either in written request at any time prior to the proposal due date and time. In addition, the Workforce Board reserves the right to:

- Amend or withdraw this Formal Quote Request at any time;
- Reject any and all applications; and/or Re-issue this Formal Quote Request.

## **9 Submission Guidelines**

Point Value: 0

### **GENERAL GUIDELINES**

To be considered for the award, each respondent must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions. When evaluating a proposal, WSB will consider how well the respondent complied with these instructions. WSB will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, WSB encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

## **10 Submission Guidelines (cont.)**

Point Value: 0

### **FORMAT**

Each respondent is required to answer all questions and provide signed forms for all required sections.

### **EVALUATION PROCESS**

WSB will review all quotes received by the due date and time. Cost will not be the only consideration in the selection of award and/or short-listed proposals. Evaluations of proposals will involve a determination of the most favorable combination of various elements contained in this Formal Quote Request. The selection of the ultimate winning proposals will be based upon what the proposal review team believes to be most advantageous to WSB.

The evaluation process will consist of:

- A review for responsiveness and compliance with the technical specifications and other criteria specified in the Formal Quote Request.

Proposals may be deemed non-responsive for:

1. Failure to follow the prescribed format for submitting the proposal;
2. Failure to sign and submit the Assurances and Certifications;
3. Failure to include one or more of the Attachments listed in the Format section of this Formal Quote Request.

## 11 Governing and Protests

Point Value: 0

### **GOVERNING PROVISIONS AND LIMITATIONS**

The following provisions and limitations apply to this Request for Proposal.

- The intent of the Formal Quote Request is to identify various prospective contract alternatives and obtain cost analysis for services solicited. WSB is under no obligation to execute a contract(s) on the basis of any information received. Furthermore, this Formal Quote Request does not commit WSB to pay for any costs incurred in the preparation of a response.
- WSB reserves the right to accept or reject any or all information received, to modify this Formal Quote Request, to cancel this Formal Quote Request in part or in its entirety, or to reissue this Formal Quote Request.
- WSB is not responsible for any costs incurred in services provided by Respondents prior to the commencement date of any contract.
- All information and any attachments, appendices, or other information submitted as part of a response, become the property of WSB upon submission and may be reprinted, published, or distributed in any manner WSB deems appropriate, in accordance with open record laws and applicable state and federal policies and procedures.
- WSB reserves the right to contact any individual, agencies, or employers listed in a response to the Formal Quote Request, to contact others who have experience and/or knowledge of the Respondent's relevant performance and/or qualifications, and to request additional information from any and all Respondents.
- WSB reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected, and such agreements negotiated as a result of this Formal Quote Request may be re-negotiated and/or amended in order to meet the needs of the local workforce development area successfully.
- WSB reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected for funding. This may occur prior to or subsequent to any award. Misrepresentation in an application of a Respondent's ability to perform may result in the termination of any award.
- WSB reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if adequate funding is not received from TWC.
- Solicitation and selection of providers must conform to relevant state and federal laws and regulations and local policies governing the procurement of supplies, equipment, and any type

of services. Successful Respondents will be responsible for familiarizing themselves with applicable laws and regulations.

- Respondents must not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of WSB for the purpose of having the effect of influencing favorable disposition toward their own application or any other application submitted hereunder.
- Respondents must not attempt in any manner to advocate for, lobby, or otherwise attempt to influence any officer, Workforce Board of Directors, employee, application evaluator, or agent of WSB or elected official for purposes of having an influencing effect on this procurement.
- No officer, Workforce Board of Directors, employee, application evaluator, or agent of WSB will participate in the selection, award, or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
- Respondents must not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a Respondent's application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- All applications submitted must be an original work product of the Respondent. The copying, paraphrasing or other use of substantial portions of the work product of another party and submitted hereunder as original work of the Respondent is not permitted. Failure to adhere to this instruction may cause the application to be disqualified and rejected.
- The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in the cancellation of an award. No plea of error or mistake will be available to successful Respondents as a basis for release from proposed services at the stated price/cost. Any damages accruing to WSB as a result of a successful Respondent's failure to contract with WSB may be recovered from the Respondent.
- Respondent is expected to honor their quoted pricing for 90 days after the Formal Quote Request closes.
- A contract with a selected Respondent may be withheld, at the sole discretion of WSB, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings, or legal issues exist until such issues are satisfactorily resolved. WSB may withdraw the award of a contract if the resolution is not satisfactory to WSB.
- The solicitation and selection of applications must conform to all relevant federal, state, and local laws, regulations, rules, and policies governing the procurement of supplies, equipment, and services. Respondents are responsible for familiarizing themselves with such matters.
- The contractor will be responsible for meeting all performance measures as laid out by DOL and TWC (Measures and Targets are subject to change). In the event that the State and/or Workforce Solutions Borderplex sets additional goals to indicate the success of the system, the contractor will also be required to meet those goals and/or measures as well.
- Under Texas Government Code Section 552.003, WSB is subject to the Texas Public Information Act and the information provided in response to this Formal Quote Request will



be made accessible to the public. If a Respondent believes that any information contained in its application qualifies for an exception to the Public Information Act, it must clearly indicate which information is deemed confidential and clearly state the grounds for the exception.

## **PROPOSER INQUIRY AND APPEAL PROCESS**

### **Policy Statement**

Workforce Solutions Borderplex is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. No protest will be submitted to the grantor (State) until all administrative remedies at the Grantee (WSB) level have been exhausted. This includes but is not limited to disputes, claims, protests of selection or non-selection for the award, or other matters of a contractual or procurement nature. Matters concerning violations of law shall be referred to such authority as may have proper jurisdiction. All proposers will be notified in writing of the final results of the procurement process.

### **Requests for Debriefing**

Respondents not filing an appeal or protest who desire a debriefing must submit a written request within ten (10) business days of the receipt of WSB's notification of the procurement decision. In the debriefing, the respondent will obtain information on the procurement process and how their proposal or offer was received and ranked. WSB will acknowledge receipt of the request for debriefing in writing within three (3) business days of receipt, along with the date and time of the scheduled debriefing. The debriefing will be scheduled as soon as possible and no later than (15) fifteen business days from the written receipt of the request for debriefing.

### **Debriefing**

The purpose of the debriefing is to promote the exchange of information, explain WSB's proposal evaluation system, and help unsuccessful respondents understand why they were not selected. Debriefings serve as an important educational function for new respondents, which, hopefully, will help them to improve the quality of any future proposals. WSB staff and/or independent evaluators will meet with the appealing party and review: (a) the proposal evaluation process and (b) how the appealing party's proposal for bid was scored or ranked.

Bidders and respondents can gain a better understanding of the procurement process and how to improve their bids or proposals, while WSB staff gets direct feedback to help improve future procurements. The debriefing process, however, is not an open-ended invitation for a bidder to obtain information and documentation on an evaluation. Although WSB will endeavor to provide as much information or documentation as possible in a debriefing, WSB must observe relevant legal restrictions on the timing and extent certain bid-related information and documentation can be disclosed. By way of example, WSB may not release confidential or proprietary information belonging to other bidders during any stage of the debriefing or appeals process.

### **Policy/Procedure for Submitting Appeals**

This policy applies to appeals by proposers that have applied for a contract award from WSB pursuant to any Federal, State, or Local funded program or activity.

### **Issues Subject to Appeal**

Vendors/proposers/bidders affected by procurement actions or decisions of WSB may appeal pursuant to this policy and procedures as to the following issues:

1. The action or decision of WSB is alleged by the Bidder to be in violation of applicable Federal and/or State Law, regulation or policy regarding procurement and selection; or

2. The action or decision of WSB is alleged by the Bidder to be based upon an error of material and relevant fact(s); or
3. The action or decision of WSB is alleged by the Bidder to be invalid because of an alleged denial of procedural due process (i.e., failure to review a complaint or protest).

#### **Issues NOT Subject to Appeal**

1. Unless substantiated by material and relevant fact(s), the scoring and ranking of proposals is not subject to appeal.
2. An appeal cannot be submitted based solely on the belief that the appealing party believes their proposal is better than the one selected for contract award.

#### **Proposers who wish to protest a decision must utilize the following process:**

##### **Written Notice of Appeal**

Proposers not selected through this procurement process may appeal the decision of WSB. If the appealing party wishes to continue with the appeal process, they must submit to WSB a written Notice of Appeal within ten (10) working days of the receipt of WSB's notification of the procurement decision. This written notice must clearly state that it is an appeal and identify the following:

- The solicitation being appealed (i.e., Formal Quote Request number and date).
- The name, address, phone, and email address of the appealing party.
- The specific grounds of the appeal.
- Any relevant documents in the Respondent's possession or control which are material to the consideration of the appeal.

A proposer who submits a Notice of Appeal that does not meet the criteria outlined in this policy will not be granted an appeal meeting but will be offered a debriefing as described in the Debriefing section above.

The Notice of Appeal must be sent in writing via email, clearly identified in the subject line as "Dated Material: Formal Quote Request Appeal" and addressed to:

Workforce Solutions Borderplex, Inc.  
Nicholas Muñiz, Operations Manager & EO Officer  
304 Texas Ave., Suite 1400  
El Paso, Texas 79901  
[nicholas.muniz@borderplexjobs.com](mailto:nicholas.muniz@borderplexjobs.com)

Telefax/facsimile/e-mail notices and/or any other documentation sent via these means will not be accepted at any stage of the appeals process. Written acknowledgment of receipt of the Notice of Appeal will be provided to the appealing party within five (5) business days of receipt of the notice. Such document will also include specific instructions for completing the appeal process and the date, time, and place of the Informal Hearing.

##### **Informal Hearing**

An Informal Hearing will be held within fifteen (15) business days of receipt of the Notice of Appeal by WSB. The Equal Opportunity Officer, or a designee, will act as the Hearing Officer for the Informal Hearing and will meet with the appealing party to discuss the specific concerns and grounds for the appeal that were identified in the Notice of Appeal.

WSB and the appealing party will seek in good faith to resolve any or all of the issues identified in the appeal. Failure of the appealing party to attend or participate in good faith in the Informal Hearing will be deemed as a waiver of the appealing party's right to a Formal Hearing and the action or decision of WSB will be deemed final in all respects.

The Hearing Officer may recommend to WSB's Chief Executive Officer any appropriate actions allowable per rules and regulations and consistent with WSB Procurement Policies to resolve issues at the Informal Hearing. After a full review, the Hearing Officer will render his/her decision not later than fifteen (15) working days from the date of the Informal Hearing. The Hearing Officer's decision shall be provided to both parties in writing. If the appealing party agrees, the appeal may be ended at this point.

### **Request for Formal Hearing**

The appealing party, if not satisfied with the results of the Informal Hearing, must inform the Hearing Officer, in writing, no later than ten (10) business days from the date of receipt of the decision of the intent to proceed with the appeal. A request for a Formal Hearing must be made in writing and delivered to WSB pursuant to the instructions for submitting written notices of appeal above. Within ten (10) business days of receipt of this written request, the respondent will be sent written notice.

### **Formal Hearing and Final Decision**

The Formal Hearing will be conducted within fifteen (15) business days of the date of the request for a Formal Hearing. An Independent Hearing Examiner (IHE) will conduct the Formal Hearing of the appeal. The IHE will deal only with those issues identified in the original notice of appeal. The IHE will consider the facts presented as the grounds for the appeal and remedies requested. The Independent Hearing Officer may request additional information from WSB staff or the appealing party. After a full review, the IHE will render his/her decision no later than fifteen (15) working days from the date of the Formal Hearing. The Hearing Officer's decision shall be provided to both parties in writing. WSB is NOT obligated to accept the IHE's decision and/or recommendations. WSB's decision will be considered final and the end of the appeals process at the local level.

### **Miscellaneous**

The Informal Hearing and Formal Hearing process set forth in this policy serve as any administrative grievance process required by applicable law. In all instances, information regarding the protest/dispute that reaches the formal appeal stage will be disclosed to the Texas Workforce Commission.

## **12 Review & Evaluation Criteria**

Point Value: 0

### **CRITERIA**

The following criteria will be used to evaluate each proposal response. Each response will be awarded a numerical rating based on the information provided by the respondent, up to the maximum number of points indicated for each area of consideration. There are 100 points available. Proposals that do not meet minimum standards and/or earn an overall rating of less than 70 points will be deemed unacceptable and will be disqualified from further consideration. A minimum of 70 points are required to continue to the interview phase for RFPs that require bidder interviews. The review and evaluation of proposals shall be based on the following criteria:

### **Agency Information, Proposal, Certification, Qualifications, Knowledge, & Expertise, Additional Required Documents**

**Respondent's Agency Information (Maximum 20 Points)** This criterion will review the information provided for the Agency.

**Proposal Reasonableness of Cost and Value (Maximum 40 Points)**

This criterion will determine if costs submitted are reasonable and necessary to perform the proposed services (i.e., respondent's proposed costs will be compared to the costs offered by other respondents and/or to what is reasonable for the local market).

**Certification (Maximum 10 Points)** This criterion will review the CPA Certification provided.

**Qualifications, Knowledge, and Expertise (Maximum 15 Points)**

This criterion examines the qualifications, knowledge and skills of the respondent which have been derived from actual work experiences including a minimum of years of relevant prior experience providing similar services. The respondents should provide an organizational chart and resumes of staff assigned to work with WSB for this contract.

**Additional Required Documents (Maximum 15 Points)** This criterion will review the current Franchise Tax Account Status from the Texas Comptroller of Public Accounts, proof of General Liability Insurance and Assurances and Certifications .

**Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tiebreaker:

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number on the Cover Sheet (Attachment B) and attached a copy of the State HUB Certificate (Attachment H) will be awarded five (5) points.

The bonus points will not be added to the total score but only used to break the tie scores between bidders. In the case that the tie score continues after applying the bonus points, the "best value" criteria will be used to break the tie scores.

**13 Respondent's Agency Information (Maximum 20 Points)**

Point Value: 20

Please provide the requested information about your company.

**1. Name of Respondent Agency**

Priority: 3. Response Type: Text.

**2. Physical Address**

Priority: 3. Response Type: Text.

**3. Mailing Address (if different from physical address)**

Priority: 3. Response Type: Text.

**4. Contact Person Name and Title**

Priority: 3. Response Type: Text.

**5. Telephone Number**

Priority: 3. Response Type: Text.

**6. Fax Number (if applicable)**

Priority: 3. Response Type: Text.

**7. E-mail Address**

Priority: 3. Response Type: Text.

**8. Tax/Legal Status**

Priority: 3. Response Type: Text.

**9. Federal Employer Identification Number**

Priority: 3. Response Type: Text.

**10. Texas State Comptroller ID Number**

Priority: 3. Response Type: Text.

**11. DUNS Number (if applicable)**

Priority: 3. Response Type: Text.

**12. Texas HUB Certification Number (if applicable)**

Priority: 3. Response Type: Text.

**13. Name and Title of Individual Authorized for Contract Signature**

Priority: 3. Response Type: Text.

**14 Proposal Upload (Maximum 40 Points)**

Point Value: 40

**1. Please upload proposal here**

Priority: 3. Response Type: File Attachment. Comment? Yes

**15 Certifications (Maximum 10 Points)**

Point Value: 10

CPA Certification

**1. Upload a copy of the CPA Certification for your firm here.**

Priority: 3. Response Type: File Attachment. Comment? Yes

**16 Qualifications, Knowledge, & Expertise (Maximum 15 Points)**

Point Value: 15

This criterion examines the qualifications, knowledge and skills of the responder which have been derived from actual work experiences including a minimum of five (5) years of relevant prior experience providing similar services. The responder should provide an organizational chart and resumes of staff assigned to work with WSB for this contract.

**1. Executive Summary - Include a brief summary of your company's background, capabilities, and qualifications. Describe your company's capacity to manage and provide the requested services.**

Priority: 3. Response Type: Text.

**2. Provide an organization chart indicating key management team members.**

Priority: 3. Response Type: File Attachment. Comment? Yes

**3. Describe the project staff structure, the background, qualifications, and relevant experience of all staff involved in the project, including length of time at contractor; include the responsibilities that each staff member will have during the execution of the resulting contract.**

Priority: 3. Response Type: Text.

**4. Provide resumes of staff assigned to work with WSB for this contract.**

Priority: 3. Response Type: File Attachment. Comment? Yes

**17 Additional Required Documents (Maximum 15 Points)**

Point Value: 15

Provide the requested documents.

Please download and sign the Assurances and Certifications

[Assurances and Certifications.docx](#)

**1. All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is: <https://mycpa.cpa.state.tx.us/coa/search.do>.**

**If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship etc.**

Priority: 3. Response Type: File Attachment. Comment? Yes

**2. All vendors must provide proof of General Liability Insurance in the form of a certificate of liability insurance.**

Priority: 3. Response Type: File Attachment. Comment? Yes

**3. Submit the signed Assurances and Certifications here.**

Priority: 3. Response Type: File Attachment. Comment? Yes

**18 Historically Underutilized Businesses (HUB) (5 Points, Tie Breaker)**

Point Value: 5

In the event that two (2) or more responsive proposals end-up with a tie score the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number on the Cover Sheet and attached a copy of the State HUB Certificate will be awarded five (5) points. The bonus points will not be added to the total score but only used to break the tie scores between bidders. In the case that the tie score continues after applying the bonus points, the "best value" criteria will be used to break the tie scores.

**1. Submit HUB Certificate here.**

Priority: 0. Response Type: File Attachment. This question was optional. Comment? yes