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DATE: March 18, 2011
TO: Interested Audio/Visual Consultants
FROM: *GA for WH*
Wendell Holcombe, Director- Workforce Development Programs
SUBJECT: Request for Quotations for Audio/Visual Services

Workforce Solutions East Texas Board is soliciting quotes for a qualified individual/company to provide audio/visual recording services at the Conference for Youth Professionals to be held on April 13, 2011. It is expected that two (2) keynote presentations and five (5) breakout sessions are to be audio/video taped.

The Conference will take place at the Holiday Inn Select in Tyler, TX from 8:30 a.m. to 4:00 p.m. on April 13, 2011 (a map of the meeting location is attached). It is expected that an audience of around two hundred (200) will be in attendance. It is anticipated that Board staff will be available at the facility to allow the provider to set up audio visual equipment the afternoon of April 12, 2011 or at 7:00 a.m. on April 13, 2011.

Solicited Activities/Products:

The company selected for contract award will be expected to:

- Conduct an audio/video shoot of the event specified in this Request for Quotes. (A wireless microphone and sound hookup may need to be provided for the presentations). Audio/video taping is to be provided for two (2) separate keynote presentations of approximately one (1) hour in length. In addition, audio/visual taping of three (3) breakout presentations simultaneously and audio/visual taping of two (2) breakout presentations simultaneously is to be performed at separate times from the keynote addresses. (The breakout sessions will be approximately one (1) hour in length.)
- Provide an edited master copy in a professionally editable format. Please specify appropriate format.

Submission Information:

Interested individuals/companies should submit the cost of providing services, along with equipment rental costs, which should be listed individually. Submissions should also include a short summary of qualification information. These can be sent to Beverly Hodges by fax (903) 983-1440 or e-mail at beverly.hodges@etcog.org.

Quotes are due by 5:00 p.m. on Friday April 1, 2011. Submissions received after this time will not be considered for selection.

Evaluation of Quotes:

Quotes will be evaluated on cost reasonableness and demonstrated ability to provide requested services. The Workforce Solutions East Texas Board reserves the right to consider the qualifications of the individual or organization submitting a quote and reserves the right to reject any and all submissions. The Board also reserves the right to edit or change the requested services and sessions to be taped as needed. Historically Underutilized Businesses (HUB) are encouraged to apply and will be considered the deciding factor in the event of a tie in the evaluation. Proposers will be notified of the decision by the Board. Questions or complaints should be addressed by Wendell Holcombe (903) 984-8641.

Assurances:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Investment Act (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The recipient also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the recipient's operation of the WIA Title I - financially assisted program or activity, and to all agreements the recipient makes to carry out the WIA Title I - financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

Workforce Solutions East TX is an Equal Opportunity Employer/Program. Auxiliary Aids and Services are available, upon request, to individuals with disabilities. Relay Texas: 1-800-735-2989 (TTY); 1-800-735-2988 (Voice); 1-800-662-4954.

(Español)Workforce Soluciones de East TX es un programa de oportunidades de igualdad del empleo. Ayudantes auxiliares y servicios están disponibles a petición para individuos con incapacidades. Relay Texas: 1-800-735-2989 (TTY); 1-800-735-2988 (Voz); 1-800-662-4954 (Español).

GENERAL PROVISIONS:

- A. Funding is provided through the Texas Workforce Commission and is subject to the provisions contained in the contract between the East Texas Council of Governments and the Texas Workforce Commission. An excerpt from the contract identifying these provisions is available upon request.
- B. ETCOG reserves the right to accept, reject or negotiate proposals received as well as to vary or waive any provisions set forth in this request for quotations in the best interests of the East Texas Workforce Development Area.
- C. Dates included in this RFQ are subject to change. In this event, a good faith effort shall be made to accommodate the review and Board meeting dates with the facilitators/reviewers. If an accommodation cannot be accomplished; the Board reserves the right to utilize another qualified proposer.
- D. This RFQ does not commit or obligate the Workforce Solutions East Texas Board and the East Texas Council of Governments to pay for any costs incurred in the preparation of a response or in advance of the execution of a contract.
- E. The Workforce Solutions East Texas Board considers conflict of interest a serious issue. The procurement of services under this RFQ shall comply with applicable laws and regulations including the Texas Workforce Commission Financial Management Manual for Grants and Contracts and Chapter 801, Subchapter C of the Texas Workforce Commission Rules (The Integrity of the Texas Workforce System). In accordance with these rules, the Board cannot contract with the following persons or entities to deliver or determine eligibility for workforce services:
 - (1) a Workforce Solutions East Texas Board Member;
 - (2) a business, organization, or institution that a Workforce Solutions East Texas Board member represents on the Board;
 - (3) a Workforce Solutions East Texas Board Member's business, organization or institution in which a Board Member has a substantial financial interest; or
 - (4) a Workforce Solutions East Texas Board employee.

These prohibitions do not apply to public education agencies, such as community college and independent school districts, that have Board members who fulfill the requirements set forth in Texas Government Code <*>2308.256(3)(A). A Workforce Development Board may grant a one-year exception to the prohibitions described above for a community-based organization that fulfills the requirements set forth in Government Code <*>2308.256(a)(2).

A copy of Subchapter 801 of the Texas Workforce Commission Rules is available upon request or on the Internet at <http://www.twc.state.tx.us/twcinfo/rules/twcrules.html> along with the Texas Workforce Commission Financial Management Manual for Grants and Contracts which can also be found on the Internet at http://www.twc.state.tx.us/business/fmgc/fmgc_toc.html.

- F. Proposals not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within ten (10) calendar days of the final Workforce Development Board action (which is approval by the East Texas Council of Governments' Executive Committee), with Wendell Holcombe, Director of Workforce Development Programs at the East Texas Council of Governments, 3800 Stone Road, Kilgore, TX 75662.

- G. Workforce Solutions East Texas Board considers the qualifications submitted in response to this RFQ to be the property of the Workforce Solutions East Texas Board. Workforce Solutions East Texas Board is not obligated to return proposal responses, binders or exhibits to proposers. Because information submitted may be subject to disclosure under the Texas Open Records Act, it will be the responsibility of the proposer to seek an exemption from disclosure and file any necessary documents with the Attorney General.

Questions:

Questions regarding this request for quotes can be submitted in written form to Beverly Hodges by fax (903) 983-1440 or e-mail at beverly.hodges@etcog.org.

WH/BH/GA