



RIVERSIDE COUNTY

WORKFORCE DEVELOPMENT BOARD,

COUNCIL for YOUTH DEVELOPMENT

and

ECONOMIC DEVELOPMENT AGENCY

Request for Proposal (RFP)

Youth Case Management System

The Riverside County Economic Development Agency (EDA), in cooperation with the Riverside County Workforce Development Board (WDB) and the Council for Youth Development (CYD), is accepting formal proposals from qualified bidders in response to this Request for Proposal (RFP). The WDB, CYD, and EDA are seeking a vendor who can provide a comprehensive client management software system designed to successfully record and track participants enrolled in WIA-funded youth programs in the County of Riverside.

Under this procurement method, a contract will be awarded to the selected bidder, terms and conditions to be negotiated. Final selection of the client management software system bidder will be based on the formal evaluation and scoring of criteria that include the minimum requirements, specifications, and overall price.

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ATTACHMENT A – Vendor Application with Certificates

I. **BACKGROUND**

WORKFORCE DEVELOPMENT BOARD

The Riverside County Workforce Development Board (WDB) is a business-led board consisting of members appointed by the Riverside County Board of Supervisors (BOS). The WDB's goal is to ensure Riverside County's workforce development system represents a cohesive network of quality service, performance and customer satisfaction. As a result of this commitment, the WDB's mission is to:

- *“Provide leadership to the workforce development system in Riverside County by linking resources, people, business and education, resulting in a globally competitive workforce”*

To enable the WDB to provide continuity in functions, develop the expertise of its members and provide an organizational structure to efficiently and effectively handle specific business items or functions, the WDB established five committees. The Council for Youth Development is one of them.

THE COUNCIL FOR YOUTH DEVELOPMENT

The WDB established the CYD in accordance with the provisions of the Workforce Investment Act (WIA), to provide policy guidance and oversight directly focused on the youth workforce development system. The CYD is comprised of members from various community sectors. The Council's mandated responsibility is to oversee and foster all WIA funded youth programs to assure goals, objectives and timelines are met. A collective decision was made by the council members to move beyond its legislative responsibility and become strategic and catalytic in developing a comprehensive youth system that serves all Riverside County youth. Based upon this decision, the CYD's mission is to:

- *“Provide all youth with opportunities to participate in their community and provide access to information, education, jobs and career opportunities.”*

THE YOUTH WORKFORCE DEVELOPMENT SYSTEM

Presently, there are seven WIA sponsored youth centers in Riverside County providing services that support the CYD's mission. Each site is independent of each other and has its own method of documenting activities, recording and tracking clients.

II. PURPOSE

The purpose of this Request for Proposal is to solicit bidders who can provide a centralized, comprehensive client management software system designed to support the mission and goals of the WDB and CYD. The successful bidder will demonstrate that their system meets, or exceeds, the specifications listed in this RFP and can be used by all WIA funded youth centers. The components should be fully integrated allowing for data to be shared throughout numerous locations. At a minimum, it must provide for the following major capabilities:

- Documentation of Client Demographics
- Narrative Writing for Client Activities and Progress
- Real-time Data Entry and Information Sharing from all locations
- Tracking of Client Service History
- Record Management
- Report Tools
- Security System

III. FUNDS AVAILABLE

At this time, it is anticipated approximately \$50,000 to \$75,000 in grant funds will be available.

IV. MINIMUM REQUIREMENTS FOR VENDORS TO APPLY

1. Bidders must complete a vendor application and the required certifications listed below, included as **Attachment A**. They must be submitted with proposal. Any bidder failing to provide this information will be considered non-responsive and will not be included in the evaluation process.

- Lobbying Certification
- Drug-Free Workplace Certification
- Affidavit of Non-Collusion
- Debarment and Suspension Certification
- Non-Discrimination Certification
- Child Support Compliance Certification
- Sweat-free Code of Conduct Certification

2. Bidders must have documented and verifiable experience designing and implementing a comprehensive client management system. The proposal will demonstrate this requirement by providing a minimum of three references from other organizations which were provided with similar projects.

3. Bidders submitting proposals in response to this RFP must be legally organized to conduct business in California and be in good standing with the Internal Revenue Service and the State of California. This information is referenced in the Vendor Application which describes the appropriate documentation for submission.

V. RFP SUBMISSION INFORMATION

1. Bids must be typewritten and include all required information. They must be on 8 1/2 x 11 inch white paper, three-hole punched, and bound only by one staple in the upper left hand corner.
2. Five Copies are required. One must have original signature(s) of the person(s) representing the applicant organization.
3. Bids must include a cover page/letter with the legal name of the organization, address, phone number, contact person and title, and must be signed by the appropriate organization representative.
4. The Vendor Application must be completed and submitted with the proposal.

VI. PROPOSAL REVIEW PROCESS

The proposal review process will include the following steps:

1. EDA staff will use standardized evaluation criteria to review all proposals.
2. If necessary, EDA staff may request vendor demonstrations of software product.
3. Based on the evaluation and scoring, EDA staff will make funding recommendations to the Executive Committee of the Workforce Development Board.
4. Final funding recommendations will be forwarded to the Riverside County Board of Supervisors for approval.

Note: The Workforce Development Board reserves the right to reject any or all bids.

VII. EVALUATION SPECIFICATIONS CRITERIA/SCORING TOTAL POINTS
(see Section X)

1. <i>Product Overview</i>	<u>5</u>
2. <i>Technology</i>	20
3. <i>Implementation</i>	5
4. <i>Training and Support</i>	30
5. <i>Client Tracking and Case Management Ability</i>	40
6. <i>Reporting Ability</i>	30
7. <i>Data Management</i>	30
8. <i>Total Cost</i>	30
9. <i>Vendor's References</i>	10

Total possible points are 200. The minimum score for consideration of funding, is 120.

VIII. RFP TIMELINE

<i>RFP Release</i>	<i>February 13, 2007</i>
<i>Final Questions and Answers</i>	<i>March 8, 2007</i>
<i>RFP Due Date</i>	<i>March 15, 2007</i>
<i>Bidder Demonstration</i>	<i>March 26, 2007</i>
<i>WDB Approval</i>	<i>April 18, 2007</i>
<i>Board of Supervisors Approval</i>	<i>May 8, 2007</i>
<i>Notification of Funding</i>	<i>May 9, 2007</i>
<i>Project Start Date</i>	<i>July 1, 2007</i>
<i>Project End Date</i>	<i>June 30, 2008</i>

IX. GENERAL INFORMATION

1. Bidders wishing to ask questions after reading the RFP may submit those questions to the attention of Linda Arnold, Assistant Operations Manager, at email address: arnoldl@rivcoeda.org. All questions must be received by **March 8, 2007**. Questions will be answered on an ongoing basis, and responses to all competitors will be posted online at www.rivcojobs.com/procurement.asp no later than **March 8, 2007**.

2. The response to this Request for Proposal is at the sole expense of the bidder.

3. All bids must be received by **March 15, 2007, 5:00 P.M. PST**. Any bids received after this date and time will not be accepted (*Postmarks will not be accepted*). Please submit bids in person, or by registered mail to:

**Workforce Development Center at Riverside
 1151 Spruce Street
 Riverside, CA 92507**

Attention: Loren Sims, Planning and Operations Manager

X. SPECIFICATIONS

Scoring will be based on the following categories. A total of 200 points is possible and the minimum score to be considered for funding is 120. A committee will evaluate, score and rank proposals based on the criteria provided below.

1. Product Overview

5 Points

Describe your overall qualifications to fulfill the requirements of this RFP and provide a description of the client management software system proposed. Attach any relevant marketing materials and data sheets. If an on-line/off-line demo is available, please provide a web address. 5 points

2. Technology

20 Points

Describe the technology used for the client management software system. Is it subscription-based or an in-house client owned and maintained database? **The major requirement is that it is web-interface to collect data from 10 or more remote locations throughout Riverside County.** If an in-house database system is proposed, it must meet the following requirements:

1. Must be compatible with a Microsoft Windows Active Directory environment
2. Must run on MS-SQL 2005 or greater
3. Your response should include server and storage specifications
4. Specify if it runs in a clustered or virtual environment
5. Specify if it includes any client-side requirements at the users' desktop
6. Specify how it is licensed: per seat/per site/per processor.

If proposing a server-based product, will it integrate with Active Directory security and user information and have a MSI package available for deployment?

- a) Does it have the ability for multiple users to access the system from various locations at one time? 5 points
- b) Is there a limit to the number of records the system supports? 5 points
- c) What type of security and virus protection are used? 5 points
- d) Can it provide real-time data? 5 points

3. Implementation Timeline

5 Points

Provide a proposed schedule for the time it will take to implement the system. 5 points

4. Training and Support

30 Points

- a) Does the system include a standard training? Please describe the package. 10 points

- b) How will on-going technical support be handled? 5 points
- c) What are the days and hours of support availability? 5 points
- d) What are the methods of contact? (i.e. on-line, email, telephone) 5 points
- e) What is the average support response time? 5 points

5. Client Tracking and Case Management 40 Points

Describe how the system will:

- a) Search for client by key fields 5 points
- b) Capture client demographics including current employment and education status 5 points
- c) Track client interactions (i.e. phone calls, meetings, etc.) 5 points
- d) Schedule client meetings and notify case worker when due 5 points
- e) Manage outcomes by the ability to track and update status of client participation in program 5 points
- f) Enter narratives of client progress, developments, concerns, etc. 5 points
- g) Include an automated reminder for important follow-up dates 5 points
- h) Manage client information changed by one component updated across the entire database 5 points

6. Reporting 30 Points

Describe how the system will:

- a) Create ad-hoc lists and reports using all database fields 10 points
- b) Produce unduplicated client counts by all demographic and program criteria and data 10 points
- c) Customize queries for different reports 10 points

7. Data Management 30 Points

Describe if the system will:

- a) Export data 5 points
- b) Import data 5 points
- c) Maintain/edit standard drop-down lists 5 points
- d) Automatically enters current date when record is entered 5 points
- e) Automatically updates date when record is edited 5 points
- f) What is your data backup method? 5 points

8. Total Cost 30 Points

Provide a price breakdown specifically listing what is included in the software package.

- a) Describe the initial year total cost 20 points
- b) Describe annual recurring costs for the next five years. 10 points

9. References

10 Points

The bidder must provide a minimum of three references to which the organization has provided similar software system within the last five years. 10 points

XI. APPEALS PROCESS AND PROCEDURES

Any bidder who disagrees with the decisions and funding recommendations with regard to this RFP has the right to appeal. The Vendor may appeal the recommendation to EDA in accordance with Riverside County policy #18-02. Bidders can access the policy at www.rivcojobs.com/policies.asp.

A letter of appeal stating the reason(s) for their disagreement(s) with the rejection of its proposal must be submitted within ten working days from the date of notification of the funding decision. Appeals received after the established time frame will not be accepted. Appeals will be reviewed by the WDB Appeals Committee. All decisions made by this committee will be final. Appeals should be sent to:

Kathy Fortner, Assistant Director/Workforce Development Administrator
Riverside County Economic Development Agency
1151 Spruce Street • Riverside, CA 92507
Attention: Proposal Appeals

ATTACHMENT A

Vendor Application and Certifications

Date: _____

(Date should not be more than 30 days from the date of submission to EDA)

Name of Vendor: _____
(Full legal name of Vendor)

Application submitted in response to any of the following, check all that apply:

- New Vendor Application
- Renewal Vendor Application

By submitting and signing this application, the Vendor acknowledges that:

- a. WIA is a federally funded program and an organization desiring to provide services under WIA must comply with federal, state and county regulatory requirements to be qualified to provide such services and to receive federal funding;
- b. they understand and accept the procedures, policies, sanctions, and rights contained herein;
- c. they acknowledge an understanding and acceptance to officially report any material changes to the information in this application to EDA within ten days of the change; and
- d. they acknowledge that information and certifications provided herein will become a part of any procurement award to the Vendor by EDA.

VENDOR'S CERTIFICATION

As an authorized representative of the Vendor, I hereby certify that all information provided herein and by attachment is true and correct to the best of my knowledge.

For the Vendor by: _____ (Signature)

Typed Name of representative: _____

Title of representative: _____

Representative's complete address: _____

Representative's telephone: _____ Fax No. _____

Web URL: _____ Main E-Mail _____

For EDA use only. At Workforce Development Center Riverside: Contracts & Program Development Unit

Copy received on the ____ day of _____, 20____.

Received via (type of delivery): _____

By: (name) _____ (signature) _____

Note: Unless the Representative specifically indicates to the contrary, the Representative's address and telephone numbers appearing on the first page are conclusively presumed applicable for all EDA procurement policy and procedure purposed including notices.

1. PRIMARY CONTACTS (Primary contact person for matters concerning this application)

Name: _____ Title: _____ Telephone #: _____

2. AUTHORIZED PERSONS (List the names of all persons authorized to negotiate and sign official documents on behalf of the Vendor including this application, proposals, and contracts. You must indicate limitations on that authority at 2.D, if appropriate.)

A. Name: _____ Signature: _____

Title: _____

B. Name: _____ Signature: _____

Title: _____

C. Name: _____ Signature: _____

Title: _____

D. Comments
(optional): _____

3. ORGANIZATION TYPE - The Vendor is: [Check all that apply.]

INSTRUCTIONS: When marked with * or † attach a copy of your certificate of incorporation, certifications from other federal or state agencies, or other proof of legal status when applicable.

Private for-profit corporation* State of incorporation. _____ ‡ Date: _____

Not-for-profit corporation* State of incorporation. _____ ‡ Date: _____

Individual or sole proprietorship

Partnership

Public Agency †

Women-owned business*†

Minority business enterprise*†

Faith Based Organization

Community-Based Organization (CBO)
["CBO" as defined by WIA Act §101 (7)]

† Statutorily defined status certified by a federal or state agency. [Not approval factor.]

‡ For a corporation not incorporated in California, submit proof of incorporation as a foreign corporation or other qualification to do business in California.

If not applicable, check here and attach explanation.

If not qualified to do business in California, check here and attach explanation

If qualified to do business in California, check here and attach proof.

4. **TAX INFORMATION.** Provide the following tax identification numbers as applicable:

State Tax Identification No. _____ - _____ - ____

Federal Employer Identification No. _____ - _____

Social Security No. _____ - _____ - _____

[Vendors submitting applications must be legally organized to conduct business in California and be in good standing with the Internal Revenue Service and the State of California. A W-9 taxpayer identification number request form must be submitted at time of contract execution for filing with the office of the County Auditor-Controller.]

5. **INSURANCE.** Without limiting or diminishing the Contractor's obligation to indemnify or hold the COUNTY harmless, Contractor shall procure and maintain or cause to be maintained, at Contractor's sole cost and expense, the following insurance coverages during the term of this Agreement. **Attach Certificates of Insurance or comparable proof.** *[Provide explanation for any "N/A"]* **[Insurance Binders, policy photocopies or application forms are not acceptable as proof.]**

A. **Commercial General Liability** Meet minimum requirement: Yes No

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, cross liability coverage and employment practices liability, covering claims which may arise from or out of Contractor's performance of its obligations hereunder. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or Representatives as Additional Insureds. Policy limit of liability shall not be Less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

B. **Vehicle Liability Insurance** Meet minimum requirement: Yes No

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then Contractor shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

C. **Fidelity or surety bonding** Have? Yes If "Yes" - limits: \$ _____
[Minimum amount negotiable.] No

D. Worker's Compensation Meet minimum requirement: Yes No

If Contractor has employees as defined by the State of California, Contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

E. Self-insurance program Have? Yes No

[Minimum: \$1,000,000 combined single limit for bodily injury and property damage.]

Minimum: Worker's Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the California Labor Code including Employer's Liability with minimum \$1,000,000 limits, covering all persons providing services on behalf of the Vendor and all risks to such persons under an award from EDA.

F. General Insurance Provisions – All Lines

- 1) Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M Best rating of not less than A: VIII (A:8) unless such are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- 2) The Contractor's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk Manager before the commencement of operations under this Agreement. Upon notification of self-insured retention's unacceptable to the COUNTY, and at the election of the County's Risk Manager, Contractor's carriers shall either; 1) reduce or eliminate such self-insured retention's as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

6. PRESENT GOVERNMENT DEBTS

Do you presently owe any debt to the government? Yes - [Explain.] No

7. ORGANIZATION HISTORY

A. How long has your organization been in business?

B. Have you ever owned or operated a business under another name Yes [Explain] No

C. Have you had any contract (s) terminated prior to completion date Yes [Explain] No

D. Provide a copy of a current Business License and evidence of Legal Entity.

8. CERTIFICATION REGARDING LOBBYING

The following certification is specifically incorporated into any proposal or bid the Vendor has submitted, is submitting or may submit in the future to EDA, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

If you are unable to certify as follows, this application will be rejected.

CERTIFICATION

The Vendor certifies that -

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Vendor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person or influencing or attempting to influence an 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.
- C. The Vendor 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, loaned, and cooperative agreements) and that all Vendors shall certify and disclose accordingly.

This certification is 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 imposed by Title 31 U. S. Code § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____

9. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

The certification set out below is a material representation of fact upon which reliance will be placed when Riverside County EDA determines to award a contract. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of contracts, or government-wide suspension or debarment.

CERTIFICATION

Pursuant to the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.), the Vendor attests and certifies that the Vendor will provide a drug-free workplace by:

1. Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The Vendor's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of any contract from Riverside County EDA be given a copy of the Statement required by paragraph (1);
4. Notifying the employee in the Statement required by paragraph (1) that, as a condition of employment under the contract, the employee will:
 - (a) Abide by the terms of the Statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying Riverside County EDA in writing within ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. The notice shall include the identification of each affected contract;
6. Taking one of the following actions, within 30 calendar days after receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

The Vendor, if an individual, or the Vendor's authorized representative executing this application, declares, under penalty of perjury under the laws of the United States, the laws of the State of California, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____

10. AFFIDAVIT OF NON-COLLUSION

The following certification is specifically incorporated into any proposal or bid the Vendor has submitted, is submitting or may submit in the future to EDA, with or without incorporation by reference in the solicitation; regardless of whether such solicitation is issued by public notice or other means; and regardless of whether such solicitation is presented in writing, orally, electronically, or by other means.

As used in the affidavit, the term "Proposer" shall mean the Vendor herein and shall include the term "bidder" used elsewhere in procurement notices, policies, procedures, and other issuances of Riverside County EDA.

AFFIDAVIT

The Proposer, or its duly authorized representative, does depose, say, and declare that this proposal is genuine and not a sham or collusion, not made in the interests or on behalf of any person or entity not herein named, and that the Proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm, or corporation to refrain from submitting a proposal, and that the Proposer has not, in any manner, sought by collusion to secure for itself an advantage over proposer.

The Vendor, if an individual, or the Vendor's authorized representative executing this application, declares, under penalty of perjury under the laws of the United States and the laws of the State of California that this certification is true and correct.

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____

11. CERTIFICATION ON DEBARMENT AND SUSPENSION

Riverside County EDA is prohibited from making or permitting any awards at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs in accordance with the Department of Labor regulations at 29 CFR part 98.205.

The Vendor certifies that - * The Vendor is unable to certify that -

- A. neither it nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any procurement transaction by a federal department or agency;
- B. it is prohibited from making subawards to any debarred, suspended, or otherwise ineligible entities; and
- C. that it will give immediate notice to EDA in the event the Vendor or any of its subawardees (including principals of either) becomes debarred, suspended or otherwise excluded or ineligible as described above.

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____

*If you are unable to certify to the above, you must attach an explanation as to the reason.
***If you fail to attach an explanation, this application automatically will be rejected.**

12. CERTIFICATION REGARDING NON-DISCRIMINATION

The Vendor recognizes that the County of Riverside, the Workforce Development Board and EDA cannot contract with any organization which is not in compliance with the following assurances and certifications.

CERTIFICATION

The Vendor certifies that it does and will continue to comply with the prohibitions against discrimination:

- A. as provided by the provisions of Workforce Investment Act of 1998, 29 CFR Part 37.
- B. on the basis of age under the Age Discrimination Act of 1975;
- C. on the basis of disability under section 504 of the Rehabilitation Act of 1973;
- D. on the basis of sex under title IC of the Education Amendments of 1972;
- E. on the basis of race, color, or national origin under title VI, of the Civil Rights Act of 1964;
- F. on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief;
- G. on the basis of any disability under the Americans With Disabilities Act of 1990; and
- H. on the basis of any other characteristic or status prohibited by the laws of the United States, the State of California, and the County of Riverside.

For the Vendor by: _____(Signature) Date: _____

Print Name: _____ Title: _____

13. CERTIFICATION OF CHILD SUPPORT COMPLIANCE

The Vendor recognizes that the County of Riverside, the Workforce Development Board and EDA cannot contract with any organization which is not in compliance with the following assurances and certifications.

CERTIFICATION

The Vendor certifies that in accordance with the Child Support Enforcement Act it does recognize and acknowledge:

- A. the importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Title 42, Chapter 7, Part D; and
- B. that to the best of its knowledge is fully complying with the earning assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____

14. CERTIFICATION OF SWEATFREE CODE OF CONDUCT

The Vendor recognizes that the County of Riverside, the Workforce Development Board and EDA cannot contract with any organization which is not in compliance with the following assurances and certifications:

CERTIFICATION

The Vendor certifies that in accordance with the Sweatfree Code of Conduct it does recognize and acknowledge:

- (A) All subgrantees contracting for the procurement of laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Subgrantee further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.
- (B) The Subgrantee agrees to cooperate fully in providing reasonable access to the subgrantees' records, documents, agents or employees, or premises if reasonably required by authorized officials of the Subgrantor, the Department of Industrial Relations, or the Department of Justice to determine the subgrantees' compliance with the requirements under paragraph a of the Sweatfree Code of Conduct.

For the Vendor by: _____ (Signature) Date: _____

Print Name: _____ Title: _____