



**RIVERSIDE COUNTY
ECONOMIC DEVELOPMENT AGENCY
and
WORKFORCE DEVELOPMENT BOARD**

Request for Proposal (RFP)

Customer Satisfaction Survey

Program Year 2007- 2010

The Riverside County Economic Development Agency (EDA), in cooperation with the Riverside County Workforce Development Board (WDB), is requesting competitive bids from Bidders in response to this Request for Proposal (RFP). As a result of our organization's "Continuous Quality Improvement" Program, comprehensive data collection services are needed to meet customer service goals--our customer being both businesses and job seekers. In accordance with the general specifications outlined in this RFP, this tool will facilitate the establishment of a common data collection and analysis system for use within all Riverside County Workforce Development Centers (WDC).

Under this procurement method, a contract will be awarded to the selected Bidder, terms and conditions to be negotiated. Final selection of the Customer Satisfaction Survey Bidder will be based on the formal evaluation and scoring of criteria that include, but are not limited to, the minimum requirements, scope of work and overall price.

Table of Contents

I. BACKGROUND	3
II. PURPOSE	3
III. PROCUREMENT PERIOD/FUNDING AMOUNTS	3
IV. MINIMUM REQUIREMENTS FOR VENDORS TO APPLY	4
V. RFP SUBMISSION INFORMATION	4
VI. PROPOSAL REVIEW PROCESS	4
VII. EVALUATION CRITERIA/SCORING	5
VIII. RFP TIMELINE	5
IX. GENERAL INFORMATION	6
X. SCOPE OF WORK	6
XI. APPEALS PROCESS AND PROCEDURES	8

ATTACHMENT A – Vendor Application with Certificates

I. BACKGROUND

The mission of both the Workforce Development Board (WDB “*Provide leadership to the workforce development system in Riverside County by linking resources, people, business and education, resulting in a globally competitive workforce.*” This workforce system involves linking resources, people, business and education resulting in a globally competitive workforce. In order to accomplish our mission and become a high performance organization, we have adopted the principles of Continuous Quality Improvement (CQI). Through CQI, we have identified several improvement strategies for our organization. One strategy is to develop a comprehensive data collection system that will improve our ability to effectively gauge the satisfaction of our external customers. Research indicates this service is best when conducted by a professional with experience in developing, conducting and analyzing such surveys.

II. PURPOSE

The purpose of this RFP is to solicit bidders with the expertise to facilitate the establishment of a common data collection and analysis system for use within all Workforce Development Centers (WDC).

Bidders will develop and conduct a market penetration survey that will provide insight on the level of awareness the business community has of the services offered by the Workforce Development Centers.

Additionally, Bidders will develop and conduct an annual survey targeting WIA Universal Access job seekers and WIA Intensive and Training enrolled customers for the next three years.

These surveys will provide EDA real-time data reports to assess our performance in serving businesses and job seekers. The data derived from the surveys should provide us with information on our customer expectations, our customer satisfaction, and strategies for improvement.

Bidders must develop the data collection system to ensure results are valid, reliable, objective, fair, and defensible. Surveys should be user-friendly and utilize methodologies to ensure accuracy, confidentiality, and anonymity of the information.

The specifications outlined in this RFP have been determined to be a minimum acceptable standard. Each bidder is encouraged to submit a proposal that will provide the county with the best quality and cost effective option for the service being requested.

III. PROCUREMENT PERIOD/FUNDING AMOUNTS

The procurement will cover a period of three years, effective July 1, 2007 through June 30, 2010. Funding levels awarded annually for subsequent PY 2008/2009

and 2009/2010 may be increased or reduced depending on the amount of federal WIA funds received and the performance of the selected bidder.

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
 - Sweatfree Code of Conduct Certification
2. Bidders must have documented and verifiable experience in the design and implementation of a comprehensive survey system.
3. Bidders responding 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.

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. Include a minimum of three references to which your organization has provided a similar product within the last five years.

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. Based on the evaluation and scoring, EDA staff will make funding recommendations to the Executive Committee of the Workforce Development Board.
3. 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 CRITERIA and SCORING TOTAL POINTS

- | | |
|--|----|
| 1. Market Penetration Survey (Items A-D) | 40 |
| 2. Formal Job Seeker Survey (Items A-D) | 40 |
| 3. Bidder's references | 20 |
| 4. Timely and complete response to RFP | 10 |

Total possible points are 110. The minimum score for consideration of funding is 66.

VIII. RFP TIMELINE

ITEM	DATE
RFP Release	February 13,2007
Final Questions and Answers	March 8,2007
RFP Due Date	March 15,2007
WDB Approval	April 18,2007
Board of Supervisors Approval	May 8,2007
Notification of Funding	May 9, 2007
Project Start Date	July 1, 2007
Project End Date	June 30, 2010

IX. GENERAL INFORMATION

1. RFP QUESTIONS: 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 on-going basis, and responses to all competitors will be posted on-line at www.rivcojobs.com/procurement.asp.
2. RFP PREPARATION COSTS: 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, Program Manager

X. SCOPE OF WORK

The successful bidder will be responsible for providing four comprehensive surveys that meet, or exceed the following requirements:

1. Create a market penetration survey whose results will give us insight on the level of awareness the business community has of the services offered by the WDC's in Riverside County. The results will also assist us in identifying services needed. There are 35,000 businesses in the County of Riverside and we have served approximately 800. The survey will be conducted once during this RFP cycle.
 - A) Provide an overview of your comprehensive survey system. Attach any relevant marketing materials, data sheets and samples.
 - B) Methodology: Is your system mail-out, online, telephone, or a combination?
 - C) Reliable and Objective Results: What is your process for analyzing and validating the data that is gathered?
 - D) Reporting: We desire accurate and timely reporting. Based on the above survey needs, how will the data you gather be reported? What types of reports do you offer? Does your system allow for instant viewing of data and/or reports to be delivered as soon as the survey period is complete? If not, what is your method of delivering data and/or reports on a timely basis.
 - E) Based on the above requirements, what is the total cost of your survey system to be conducted once during this RFP cycle? Include a breakdown of all charges required for this service.

2. Create a formal survey targeting job seekers. This is an annual survey to be conducted three times during this RFP cycle and will consist of closed-end questions (the amount and design to be proposed by the bidder). It should consist of two parts; one for the general (universal) population seeking services from the WDC, and the second part for those who have enrolled in WDC sponsored programs. The survey should solicit the highest response rate and honest feedback from both populations. Describe how your system is able to do this. We serve approximately 18,000 “universal” job seekers and 1000 enrolled customers annually. A list of these job seekers and enrolled customers can be provided to the selected bidder for sampling purposes.
 - A) Provide an overview of your comprehensive survey system. Attach any relevant marketing materials, data sheets and samples.
 - B) Methodology: Is your system mail-out, online, telephone, or a combination?
 - C) Reliable and Objective Results: What is your process for analyzing and validating the data that is gathered?
 - D) Reporting: We desire accurate and timely reporting. Based on the above survey needs, how will the data you gather be reported? What types of reports do you offer? Does your system allow for instant viewing of data and/or reports to be delivered as soon as the survey period is complete? If not, what is your method of delivering data and/or reports on a timely basis?
 - E) Based on the above requirements, what is the total cost for this annual survey to be conducted (three times) during this RFP cycle? Include a breakdown of all charges required for this service on an annual payment schedule.

XI. APPEALS PROCESS AND PROCEDURES

Any bidder who disagrees with the decisions and funding recommendations of the Riverside County Economic Development Agency with regard to this RFP has the right of appeal. The Vendor may appeal the recommendation to EDA in accordance with Riverside County policy #18-02. The policy can be accessed by bidders 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 _____

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.*

- | | | |
|--|---|-------------|
| <input type="checkbox"/> Private for-profit corporation* | State of incorporation. _____ ‡ | Date: _____ |
| <input type="checkbox"/> Not-for-profit corporation* | State of incorporation. _____ ‡ | Date: _____ |
| <input type="checkbox"/> Individual or sole proprietorship | | |
| <input type="checkbox"/> Partnership | | |
| <input type="checkbox"/> Public Agency | | |
| <input type="checkbox"/> Women-owned business*† | <input type="checkbox"/> Minority business enterprise*† | |
| <input type="checkbox"/> Faith Based Organization | <input type="checkbox"/> 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”]

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. **Approved Vendors may be requested to provide a certificate of insurance naming "the County of Riverside Economic Development Agency, its officers, employees, and agents as additional insured" must be provided for each insurance policy.***

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

8. **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.

9. 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: _____

10. 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: _____

11. 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: _____

12. 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.

13. 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: _____

14. 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: _____

15. 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: _____