



**Yuma Private Industry Council, Inc.**

**THE WORKFORCE DEVELOPMENT  
BOARD OF YUMA COUNTY**

**OPERATED BY**

**THE YUMA PRIVATE INDUSTRY COUNCIL, INC.**

## **REQUEST FOR QUALIFIED VENDORS PACKET**

**Please complete and submit this completed package**

**TO**

**YUMA PRIVATE INDUSTRY COUNCIL, INC.  
3834 W. 16<sup>TH</sup> STREET  
YUMA, ARIZONA 85364  
(928) 329-0990**

The Workforce Development Board of Yuma County, operated by the Yuma Private Industry Council, Inc., (YPIC), is seeking proposals from experience bidders for the provision of Leadership Development activities. These activities relate to the following standards:

- Provide training to a group of approximately 40 – 43 staff members;
- Core Value;
- Leadership Principles;
- Create and deliver Leadership Development and Training Programs at all staff levels;
- Develop strategies to establish a work place culture that provides a healthy and productive work environment;
- Build effective team through core values exploration and innovation thinking;
- Coaching Leaders at various levels;
- Group Dynamics;
- Vision Development;
- Relationship Building;
- Motivating Teams; and
- Personality Assessment and Analysis.

The expectation is that services will be customized and will be delivered in Yuma, Arizona. In the appropriate space provided for this request for vendors, proposed vendors must identify the following:

- Their particular areas of expertise
- Their qualifications
- Previous experience in providing applications of their products and services to business firms, Governments and Private Non-Profit Firms in Workforce Development.
- Full disclosure of their pricing methodology and cost for services
- At least five references
- Any other information that may relate how your product line offers the best benefit to the Yuma Private Industry Council.

Please submit your packets electronically to the email listed below.

**PLEASE DIRECT ALL INQUIRIES TO:**

Alicia Huizar, Contracts Manager  
3834 W. 16<sup>th</sup> Street, Yuma, AZ 85364  
Phone: (928) 329-0990  
Fax: (928) 783-0886  
AHuizar@ypic.com

**PROPOSED VENDOR INFORMATION**

**A. GENERAL INFORMATION**

Legal Name of Organization: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

List the name and title of individual(s) authorized to sign proposals and contracts and negotiate on behalf of proposer organization. (Provide telephone number and address if different than address listed above.)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Federal Employer I.D. Number (FEIN): \_\_\_\_\_

**B. ORGANIZATION LEGAL STATUS**

Private For-Profit Corporation\*:  Private Non-Profit Corporation\*:   
Public Agency (Non-Educational):  Educational Agency:   
National Organization \_\_\_\_\_ Other (Specify): \_\_\_\_\_

\*Please attach a copy of your certificate of incorporation, articles of incorporation, or other proof of legal power to contract.

**C. FINANCIAL MANAGEMENT INFORMATION**

(1) Identify any expenditure (s) that has/have been disallowed under any Local, Federal/State contract during the past three completed calendar years. Did the proposer terminate any engagement in the past 3 years & specify the reason. Include disallowance still in resolution and describe status. Use additional sheets if necessary.

Grantor: \_\_\_\_\_  
Date of Disallowance: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
N/A: \_\_\_\_\_  
Comments: \_\_\_\_\_

- (2) Please provide an organization chart and list of key professional staff. Are staff personal service contractors, employees of the organization or affiliates.
- (3) The submission of this packet does not guarantee or bind the Workforce Development Board of Yuma County to award a contract for services.

**CERTIFICATIONS**

The undersigned hereby certifies and affirms the following:

- (1) That the information represented herein is true and correct to the best of my knowledge.
- (2) Authorization will be granted for an official representative(s) of the Workforce Development Board of Yuma County to access its facilities, staff and records should a pre-award survey in connection with this application be necessary, and;
- (3) That the Workforce Development Board of Yuma County is authorized to contact any or all of the references and fund sources named herein in order to verify credit, funding, accreditation and satisfactory performance.

Contractor Organization: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**WORKFORCE DEVELOPMENT BOARD OF YUMA COUNTY**  
**REQUEST FOR VENDOR**

Please respond to the questions listed below in a clear, concise, and succinct manner. Limit your answers to no more than 4 pages.

1. Please identify your particular areas of expertise.
2. Please state your qualifications.
3. Please indicate your previous experience providing applications of your products and services to business firms, government and private non-profit firms.
4. Please provide full disclosure of your pricing methodology and costs for services.
5. Please list at least five references.
6. Please list any other information that may be useful relating to how your product line offers advantages to organizations like ours.

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**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTION**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the Federal Register dated May 26, 1988, (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief that he/she and the organization's principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;
  - (b) Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for:
    - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; or
    - (2) Violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

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The undersigned certifies to the best of his/her knowledge and belief that:

- (1) No Federal appropriated funds have been paid or will be paid by on or behalf of the undersigned to any person for influencing or attempting to influence:
  - (a) an officer or employee of any agency,
  - (b) a Member of Congress,
  - (c) an officer or employee of Congress, or
  - (d) an employee of a Member of Congressin connection with awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence:
  - (a) an officer or employee of any agency,
  - (b) a Member of Congress,
  - (c) an officer or employee of Congress, or
  - (d) an employee of a Member of Congressin 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 instructions.
  
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into or made. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. 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.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date