

**STATE OF WYOMING  
DEPARTMENT OF ADMINISTRATION AND INFORMATION  
PROCUREMENT SECTION  
122 West 25<sup>th</sup> Street  
Herschler Building, 2<sup>nd</sup> Floor East  
CHEYENNE, WY 82002-0060**

**REQUEST FOR PROPOSAL  
NO. 0420-S**

**WORKFORCE DEVELOPMENT COUNCIL AND  
DEPARTMENT OF WORKFORCE SERVICES  
INDUSTRY PARTNERSHIP SOLUTIONS**

**OPENING DATE AND TIME  
August 3, 2009 ---- 2:00 p.m.**

**PURCHASING REPRESENTATIVE: Lori Galles  
TELEPHONE NO. (307) 777-6797**

**DEPARTMENT OF WORKFORCE SERVICES  
REPRESENTATIVE: Jerimiah L. Rieman  
TELEPHONE NO. (307) 777-5629**

TABLE OF CONTENTS  
DEPARTMENT OF WORKFORCE SERVICES

	PAGES
I. Request for Proposal	3 - 5
II. General Provisions	6 - 8
III. Special Provisions	9 – 14
Iv. Proposal Price Sheet	15 – 16

## REQUEST FOR PROPOSAL

### 1. SUBMISSION OF PROPOSALS:

**Sealed Proposals**, (one (1) original and four (4) copies) AND one CD version will be received for consultative services in the development of Industry Partnership Solutions for the STATE OF WYOMING, WYOMING WORKFORCE DEVELOPMENT COUNCIL AND THE DEPARTMENT OF WORKFORCE SERVICES (Agency) by the Wyoming Department of Administration and Information, Procurement Section, 122 West 25<sup>th</sup> Street, Herschler Building, 2<sup>nd</sup> Floor East, Cheyenne, Wyoming 82002 until **August 3, 2009, 2:00 p.m.**, at which time they will be publicly opened.

**NOTE: Packages not containing the required number of copies will be rejected.**

- 1.1 No proposal will be considered which is not accompanied by the attached Proposal Price Sheet and signed by the proper official of the firm. Proposals **will not** be accepted by fax or Email.
- 1.2 Proposals must be received in the office of the Procurement Section on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
- 1.3 Proposal information is restricted and not publicly available until after the award of the Contract by the Procurement Section.

### 2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

- 2.1 A proposal that is in the possession of the Procurement Section may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the opening. FAX, telephone or verbal alterations will not be accepted.
- 2.2 A proposal that is in the possession of the Procurement Section may be withdrawn by the proposer up to the time of the opening. Failure of the successful proposer to furnish the service awarded as a result of this advertisement shall eliminate the proposer from the active proposers list for a period of time as determined by the Procurement Section.

### 3. PREPARATION OF PROPOSALS:

- 3.1 No proposal will be considered which modifies, in any manner, any of the provisions, specifications or minimum requirements of the Request for Proposal.
- 3.2 In case of error in the extension of prices in the proposal, unit prices will govern.
- 3.3 Proposers are expected to examine special provisions, specifications, schedules and instructions included in this Request. Failure to do so will be at the proposer's risk.
- 3.4 Failure to respond (submission of proposal, or notice in writing that you are unable to offer but wish to remain on the active mailing list) to Request for Proposals will be understood by the State to indicate a lack of interest and will result in the removal of the Firm's name from the applicable mailing list.

4. AWARD AND CONTRACT INFORMATION:

- 4.1 The State of Wyoming hereby notifies all proposers that it will affirmatively insure that minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of age, race, color, sex, creed, national origin, or disability.
- 4.2 The proposer, also, agrees that should this firm be awarded a Contract that the firm will not discriminate against any person who performs work thereunder because of age, race, color, sex, creed, national origin, or disability.
- 4.3 The proposer expressly warrants to the State that it has the ability and expertise to perform its responsibilities hereunder and in doing so shall use the highest standards of professional workmanship.
- 4.4 The State of Wyoming reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the State to do so. The Department of Administration and Information, Procurement Section will award this contract to the firm, determined by the Wyoming Department of Workforce Services the most responsive and responsible offer, based on criteria specified herein.
- 4.5 This Request for Proposal shall become part of the Contract and will be in effect for the duration of the Contract period.
- 4.6 The successful proposer will be required to enter into and sign a formal Contract with the State with reasonable adjustments acceptable to the State. The agreement will become a part of the Contract and will be in effect for the duration of the contract period. The contract language will control over any language contained within this RFP that conflicts with the signed and fully executed Contract.
- 4.7 Successful proposer shall comply with the Americans with Disabilities Act and Wyoming Fair Employment Practices Act. (W. S. 27-9-105 et. seq.).
- 4.8 The funding for this project may include funds that are being released as a result of the American Recovery and Reinvestment Act of 2009, which was signed into law by President Obama on February 17th, 2009. The American Recovery and Reinvestment Act of 2009 is an effort to jumpstart our economy and create or save millions of jobs so our country can thrive in the 21st century. Provided the funding source is ARRA, any contract awarded under this Request for Proposal/Bid will include a requirement that the contractor and any sub-contractor must register and post any job openings that result from their work under this contract with their local Department of Workforce Services Workforce Center.

Provided the funding source includes ARRA Funds, the Contractor shall register, and post all job openings, which result from its work under this Contract, with its local Department of Workforce Services Workforce Center. The Contractor shall also require all Sub-Contractors working under this Contract to register, and post all job openings, which result from work under this Contract, with their local Department of Workforce Services Workforce Center. Please call 877-WORK-WYO for your local Workforce Center number. You can also visit <http://wyomingworkforce.org/contact/offices.aspx> or log on to <https://www.wyomingatwork.com/> to post and register jobs directly.

DATED THIS 2nd DAY OF JUNE, 2009

STATE OF WYOMING

Mac Landen, Manager  
Procurement Section

Assigned Buyer: Lori Galles

## GENERAL PROVISIONS

### 1. INDEPENDENT CONTRACTOR

1.1 The contractor shall function as an independent contractor for the purposes of the Contract, and shall not be considered an employee of the State of Wyoming for any purpose. The contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the contractor in fulfilling the terms of the Contract, and shall be solely responsible for the payment of all federal, state and local taxes which may accrue because of this Contract. Nothing in the Contract shall be interpreted as authorizing the contractor or its agents and/or employees to act as an agent or representative for or on behalf of the State of Wyoming or the Agency, or to incur any obligation of any kind on the behalf of the State of Wyoming or the Agency. The contractor agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to State of Wyoming employees will inure to the benefit of the contractor or the contractor's agents and/or employees as a result of this Contract.

### 2. INSURANCE:

2.1 The contractor shall indemnify and save harmless the State, its officers, and employees from all suits, actions, or claims of any character brought because of injuries or damage received or sustained by any person, persons, or property; on account of the operations of the said contractor or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect, or misconduct of said contractor or from any claims or amounts arising or recovered under the Workers' Compensation Act, or any other law, ordinance, order or decree.

### 3. LAWS TO BE OBSERVED:

3.1 The contractor shall keep fully informed on all federal and state laws, all local bylaws, regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority which in any manner affect those engaged or employed on the work or which in any way affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, bylaws, ordinances, regulations, orders and decrees in force at the time of award. The contractor shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any such law, bylaw, ordinance, regulation, order or decree whether by himself or his/their employees. No extension of time or additional payment will be made for loss of time or disruption of work caused by any actions against the provider for any of the above reasons.

### 4. TAXES:

4.1 The contractor shall pay all taxes and other such amounts required by federal, state, and local law, including but not limited to federal and Social Security taxes, workers' compensation, unemployment insurance and sales taxes.

### 5. ASSIGNMENT/CONTRACTOR:

5.1 The Contract shall not be assigned by the contractor. Third party participation is authorized only as a joint venture which must be clearly stated with details on the original proposal, signed by all parties participating. Any alterations, variations, modifications or waivers of the provisions of this Contract shall be valid only if they have been reduced to writing, duly signed by the parties hereto and attached to the original Contract agreement.

5.2 The contractor shall not enter into any subcontracts for any of the work contemplated under this Contract without prior written authorization of the State.

5.3 Claims for money due or to become due contractor from the State under the Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without approval by the State. Notice of any assignment or transfer shall be furnished to the State.

5.4 The contractor shall not use the Contract, or any portion thereof, for collateral for any financial obligation without the prior written permission of the Agency.

6. TERMINATION OF CONTRACT:

6.1 Termination of the Contract may be made by any party at any time with or without cause, upon no less than thirty (30) days written notice by telegram, or personal delivery of notice to the other parties. The Contract shall remain in full force and effect until terminated as provided herein.

6.2 The State may, upon ten days written notice to the contractor, terminate the contract, in whole or in part, for just cause, which shall include failure of the contractor to fulfill in a timely and proper manner the obligations under the Contract. In such event, all finished documents, data, models and reports prepared under this contract shall, at the option of the State become its property upon payment for services rendered through the termination of the Contract.

6.3 Should the contractor fail to comply with the provisions of the Contract, payment for portions of the Contract will be withheld until such time as the Contract terms have been implemented. Administrative, contractual, and/or legal remedies as determined by the Wyoming Attorney General will be implemented if it appears the contractor has breached or defaulted on the Contract.

7. ACCOUNT REPRESENTATIVE:

7.1 The successful proposer(s) shall appoint, by name, a company representative who shall be responsible for servicing this account. The appointed representative shall be responsible to provide the services required to insure that the account will be administered in an organized systematic manner.

8. RESPONSIVENESS:

8.1 Proposers are expected to examine specifications, schedules and instructions included in this package. Failure to do so will be at the proposer's risk.

9. EXTENSION AND AMENDMENT:

9.1 The proposer and the State covenant and agree that this proposal or subsequent Contract may, with the mutual approval of the proposer and the State, be extended under the same terms and conditions of this proposal or Contract for a period of one (1) year, and said option to extend this proposal or Contract for a one year period shall be in effect for each year thereafter for a total period not to exceed two (2) additional years.

10. COMPLIANCE WITH LAWS:

10.1 In performing the Contract, both parties agree to comply with all applicable state, federal, and local laws, rules and regulations.

11. AUDIT:

11.1 The State or any of their duly authorized representatives shall have access to any books, documents, papers, and records of contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.

12. CONFLICT OF INTEREST:

12.1 The parties warrant that no kickbacks, gratuities, or contingency fees have been paid in connection with the Contract and none has been promised contingent upon the award of the contract. Consultant warrants that no one being paid pursuant to the Contract is engaged in any activities which would constitute a conflict of interest with respect to the purposes of the Contract.

13. OWNERSHIP OF DOCUMENTS/WORK PRODUCT:

13.1 It is agreed that all finished or unfinished documents, data, or reports, prepared by contractor under the Contract shall be considered the property of the State, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the State, will be turned over to the State.

14. CONFIDENTIALITY OF INFORMATION:

14.1 All documents, data compilations, reports, computer programs, photographs, and any other work provided to or produced by the contractor in the performance of the Contract shall be kept confidential by the contractor unless written permission is granted by the State for its release.

15. SOVEREIGN IMMUNITY:

15.1 The State of Wyoming and the Agency do not waive Sovereign immunity by entering into the Contract, and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyoming Statute 1-39-104(a) and all other state law.

16. INDEMNIFICATION:

16.1 The contractor shall release, indemnify, and hold harmless the State, the Agency, and their officers, agents, employees, successors and assignees from any cause of action, or claims or demands arising out of contractor's performance under the Contract.

## Special Provisions

**PROPOSALS MUST BE DELIVERED TO THE PROCUREMENT OFFICE IN A SEALED ENVELOPE OR PACKAGE BY 2:00 P.M. ON AUGUST 3, 2009.**

**PROPOSALS ARE TO BE DELIVERED TO THE PROCUREMENT OFFICE, 122 WEST 25<sup>TH</sup> STREET, HERSCHLER BUILDING 2<sup>ND</sup> FLOOR EAST, CHEYENNE, WYOMING 82002, BY 2:00 P.M. AUGUST 3, 2009. NO PROPOSALS WILL BE ACCEPTED AFTER THE ABOVE DATE AND TIME.**

**NOTE: Packages not containing the required number of copies will be rejected. There will be no exceptions.**

### 1. INTRODUCTION

---

These funds are being released as a result of the American Recovery and Reinvestment Act of 2009. The American Recovery and Reinvestment Act of 2009 is an effort to jumpstart our economy and create or save millions of jobs so our country can thrive in the 21st century.

The Wyoming Workforce Development Council (WWDC) and the Department of Workforce Services understands that there are many workforce concerns throughout the state, many of which are unique to certain industries. The WWDC also understands that conventional means have not been enough to combat the unique problems we face in this state. The Workforce Development Council's mission is to shape strategies and policies to develop, recruit and retain Wyoming's workforce. To further this mission, the WWDC wishes to support industry partnership collaborations that bring together employers and employees around the common purpose of improving the competitiveness of a sector by addressing development, recruitment and retention challenges.

### 2. PURPOSE

---

A highly-skilled, globally competitive workforce is essential to Wyoming's future economic development and the ability of its industries to compete in the global marketplace. The WWDC's intent in supporting industry partnerships is to concentrate attention and resources on particular sectors that provide good wages and benefits, have the greatest potential for economic growth and/or which face serious challenges to growth or retention.

Industry Partnership Solutions should be the foundation for Wyoming's demand-driven workforce development strategy, designed to meet the workforce needs of businesses, the career goals and training needs of workers, and the economic development objectives of the State.

The expectation of this initiative is to realize successful Industry Partnerships which have three key elements:

- They focus intensely on specific industries over a sustained period of time, customizing solutions for multiple employers within a region.
- That aim to strengthen economic growth and industry competitiveness, thereby benefiting individuals by creating new pathways into and through the industries that lead to higher wage jobs.

- The work to promote systemic change that achieves benefits for the industries, workers, and the community and State.

The goals of an Industry Partnership are to:

- Foster innovation and a competitive advantage in global markets;
- Organize businesses, employers, workers, labor organizations, and industry associations into a collaborative structure that supports the sharing of information, ideas and challenges common to their industry;
- Identify the training needs of multiple employers, especially skills critical to competitiveness and innovation to the industry;
- Facilitate economies of scale by aggregating training and education needs of multiple employers;
- Assist educational and training institutions to align curriculum and programs to industry demand;
- Assist industry partnership companies to work together to identify and to address common organizational and human resource challenges, such as recruiting new workers, retaining incumbent workers, implementing a high-performance work organization, adopting new technologies and fostering on-the-job training;
- Develop and strengthen career paths within and across companies and industries to enable entry level workers to improve skills and advance to higher wage jobs;
- Assist industry partnership companies to attract potential employees from a diverse job seeker base, including individuals with barriers to employment, including job seekers who are economically disadvantaged, women, younger workers, older workers or workers who previously have been incarcerated;
- Assist employers in maintaining a constant and sufficient supply of available and qualified workers; and
- Assist job seekers in enhancing their employability, career potential and labor market rewards.

Effective Industry Partnerships will accomplish the following:

- Identify the training needs of businesses, including skill gaps critical to competitiveness and innovation;
- Facilitate companies to come together to aggregate training and education needs and achieve economies of scale;
- Help educational and training institutions to align curriculum and programs to industry demand, particularly for higher skill occupations;
- Facilitate bringing employers together to address the challenges of connecting youth to careers;
- Help companies identify and work together to address common organizational and human resource challenges – recruiting new workers, retaining incumbent workers, implementing high-performance work organization, adopting new technologies and fostering experiential on-the-job learning;
- Identification of barriers to entry level employment for workers and strategies to remediate those barriers;
- Develop career ladders and lattices within and across companies, enabling workers to improve skills to advance into higher skill, higher wage jobs;
- Develop new industry credentials that give companies confidence in the skills of new hires and workers more mobility and earning potential across firms; and
- Promote communication networks between firms, managers and workers to promote innovation, potential economies of scale and best practices. In some cases, these activities will result in the

development of new learning collaborative, Centers of Excellence, or joint economic development activity.

### 3. ELIGIBLE PROPOSERS

---

Proposals for funds will be accepted from Industry Partnerships which demonstrate they include the following:

- Three (3) or more industry employers.
- An education or training entity.
- An economic development entity.
- Department of Workforce Services state or local office.
- The industry partnership shall be led by an Industry Partnership Intermediary with an in-depth understanding of economic, workforce and employer issues within the industry. The appliance is not required to be the designated Industry Partnership Intermediary however the Intermediary must be identified in the application.
- A private sector in-kind or cash matching fund of at least twenty-five percent (25%).

Applicants are required to submit a letter of partnership from each partner involved, outlining the role that the partner will serve as part of this endeavor. The application must clearly identify the partner that will serve as the grant recipient and fiscal agent.

### 4. FUNDING

---

The Wyoming Workforce Development Council will award a total of \$380,000 under this Request for Proposals. Applicants may request up to \$380,000. Award amounts will be based on the quality of proposal as determined by the review process outlined in this Request for Proposal and the number of proposals submitted.

The Council reserves the right to request follow-up information and to clarify questions regarding program outcomes and funding levels.

Applicants are expected to leverage resources for activities not allowed by this grant as well as for activities that are allowed. While leveraging resources from strategic partners is not a requirement for this grant, not doing so will put the proposal at a significant disadvantage. Leveraged resources are contributions that are devoted to pursuing strategies described in the applicant's proposal. The identification of existing or planned initiatives within the Industry Partnership Solutions that can be aligned and integrated into the proposal is also considered to be leveraged resources.

Funding is intended to be used for the following activities:

- Training initiatives;
- Implementation activities;
- Partnership functions;
- Studies, surveys, consults and evaluations;
- Preparation, development, and implementation costs;
- Integration of planning; and
- 5% administrative costs.

Funding is not intended to be used for the following activities:

- Salary and benefits;
- Hardware and equipment;
- Out of state travel;
- Activities not related to those outlined in the application; and
- Other activities not allowable under federal and state guidelines.

Applicants must provide a strong justification if grant funds are budgeted to support staff salaries. Justification in the budget narrative must describe what part of the grant funds used for staff salaries will play in achieving the purpose of this initiative. Keep in mind that this is not a special project, but rather a new way of providing better service to both employers and the Wyoming workforce.

Use of funds for equipment related purposes are discouraged because of the intent of these funds. However, if it is necessary to include an expense for equipment, there should be a compelling case for using the funds in this manner and the expense must be justified in the budget narrative.

Applicants must be able to provide services on a cost reimbursable basis.

This initiative is funded in whole by the American Recovery and Reinvestment Act of 2009. All participants must agree to comply with requirements of the Act as necessary. Any contract awarded under this Request for Proposals will include a requirement that the contractor and any sub-contractors must register and post any job openings that result from their work under this contract with their local Department of Workforce Services Workforce Center.

Funds must be used in accordance with Workforce Investment Act allowable activities and will be monitored by the Department of Workforce Services.

The WWDC reserves the right and discretion to accept or reject any or all applications and reserves the right and discretion to provide funding for any proposal and to reject any proposal. Not all funds have to be allocated and any proposal may be partially funded.

## 5. TECHNICAL ASSISTANCE

These planning grants are intended to be learning opportunities for the grant recipients. Grant recipients will, upon request, be provided technical assistance on an individual partnership level as needs are identified. It is expected that this project will result in several examples of best practices and that those successes will be shared with other partnerships in their endeavors to create Industry Partnership Solutions.

The Wyoming Workforce Development Council will also provide each successful team access to two (2) Sector Toolkits to Advance Regional Strategies [START Toolkit] developed by the Corporation for a Skilled Workforce in partnership with the WWDC. These toolkits will provide all the necessary skill sets that will assist the teams to be successful.

Successful teams may be required to attend, at the expense of the WWDC, a one (1) day technical assistance session hosted by the WWDC and presented by the Corporation for a Skilled Workforce.

## 6. CONTRACT REPORTING REQUIREMENTS

The proposal must be approved and the contract fully signed before an activity can be funded under this grant. Funds from this grant cannot be used to reimburse activities taken prior to signing the contract.

Successful applicants will be required to present a workshop at the 2010 Governor's Summit on Workforce Solutions; at a time, date, and location to be determined later by the Wyoming Workforce Development Council, where they will discuss their implementation plan, efforts and successes.

Full reporting requirements will be listed in the contract with grantees.

## 7. PERIOD OF PERFORMANCE

The period of performance will be from the time of signed contract in August 2009 to June 30, 2011. This is a one-time grant.

## 8. PERFORMANCE OUTCOME MEASUREMENTS

The WWDC has an expectation that specific results will come from this project. The WWDC is looking for applications that propose an initiative that can be monitored and has the means to measure results. It is important that any program funded by this grant be able to report on how many workers it will affect and have a sound means of pre- and post-measurement.

## 9. PROPOSAL

The proposal will consist of three parts.

### **Technical Proposal:**

The first part is the technical proposal. The technical proposal shall be narrative with one inch margins, double spaced, in a standard font (size 12).

### **The technical proposal shall:**

Applicants, on behalf of the partnership, must respond to all sections and items to complete the narrative description of their proposal. The narrative should outline how the expectations and goals described in this Request for proposal will be met. Applicants must address each item in the order in which it is shown.

### **Budget Proposal:**

The second part is a detailed line item budget indicating how you plan to allocate the funds requested for implementing and maintaining, as well as identifying additional leveraged funds.

### **Letters of Commitment:**

The final part is letters of commitment from all partners involved in this endeavor.

Any proposal that does not meet the required format or mandatory requirements will be regarded as non-responsive and will not be considered.

## 10. RATING CRITERIA

All applications will be ranked based on scores assigned by the WWDC. Applications will be reviewed by the WWDC. Prior to selection of an applicant, proposers may be asked to submit additional information to clarify their proposal. Further, the WWDC reserves the right to hold personal or phone interviews with applicants to assist with the application process. The WWDC reserves the right to ask for clarification or hold discussions with proposers, but is not obligated to do so.

Applicants will be scored as indicated below:

- Project Narrative – Includes project goals and work plan that will achieve the expectations and goals as described in this Request for Proposals. Up to 35 points.
- Strength of Partnership – Narrative Includes examples of previous joint projects, appropriate member representation, appropriate intermediary and industry representation and engagement. Up to 25 points.
- Project Outcomes – Includes expected results, sustainability, collaborative efforts, innovation and ability of the plan to create systematic change. Up to 25 points.
- Budget – Is reasonable and necessary to meet project objectives and % of grant to leveraged funds. Up to 15 points.

The State of Wyoming will be the sole judge with respect to the evaluation of proposals. The partnership which best meets the conditions of each of the individual criterion will be awarded the highest (not necessarily maximum) points for that specific criterion. The balance of the proposers will be rated based on their evaluated points. After each criterion is evaluated, the proposer with the highest total number of points will be awarded the contract.

If an applicant wishes to protest, a submission of a written protest shall be sent to the Policy Analyst who may:

- (a) Attempt informal resolution within 15 calendar days of receipt of the written protest; or
- (b) Establish a date for a hearing to be held by an impartial hearing office. Said hearing shall be within 30 days of receipt of written protest. The impartial hearing officer shall provide a recommendation to the Director, Wyoming Department of Workforce Services, within 20 days of the hearing. The Director shall issue a decision within 10 days of receipt of the hearing officer's recommendation.

If the applicant is not satisfied with the Director's decision, the applicant may appeal said decision to the Governor, State of Wyoming, within 10 days of receipt thereof. The Governor will issue a final decision pertinent to the protest within 30 days of receipt.

Questions regarding this RFP must be emailed in Word Format by 1:00 p.m. Mountain Time on July 1, 2009 to:

Department of Administration and Information  
Procurement Section  
Lori Galles, Senior Buyer  
Herschler Building, 2<sup>nd</sup> Floor East  
122 West 25<sup>th</sup> Street  
Cheyenne, WY 82002  
Email: lgalle@state.wy.us

Please include the RFP number on all correspondence. All questions will be answered and mailed to all prospective proposers in the form of a written addendum.

PROPOSAL PRICE SHEET

The undersigned agrees to provide Industry Partnership Solutions to the Wyoming Department of Workforce Services in accordance with the Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet for proposal no. 0420-S.

DESCRIPTION	LUMP SUM PRICE (Written in Words and Number)
(Attach Detailed Line Item Budget per section 8 Part 2)	<hr/> <hr/> <hr/> \$ <hr/>

1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:

- 1.1 Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- 1.2 No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 1.3 The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the decision as to the price and supporting documentation provided as a result of this advertisement.
- 1.4 Proposer will comply with all Federal regulations, policies, guidelines and requirements.
- 1.5 Prices in this proposal have not been knowingly disclosed by the proposer and will not be prior to award to any other proposer.

2. GENERAL INFORMATION:

Proposer Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 FAX ( ) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 SSN/Employer Identification Number \_\_\_\_\_

3. OWNERSHIP AND CONTROL:

Proposer's Legal Structure:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> General Partnership
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Limited Liability	<input type="checkbox"/> Other _____

If Proposer is a sole proprietorship, list:

Owner Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

SSN/Employer Identification Number \_\_\_\_\_

Beginning date as owner of sole proprietorship \_\_\_\_\_

Provide the names of all individuals authorized to sign for the Proposer:

NAME (printed or typed)	TITLE
_____	_____
_____	_____
_____	_____
_____	_____

**VERIFICATION**

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as Proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions which can lead to imposition of a fine and/or imprisonment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Title) (Typed or Printed)

\_\_\_\_\_  
(Date)