

Attachment 4 – Organizational Structure and Information Questionnaire

Submit a narrative that provides detail regarding your organization's experience and planned service model. Joint submissions must describe how the partners will support each other in ensuring a successful outcome.

1. Provide an organizational chart that shows how your organization operates (please submit the chart with this questionnaire). Include in the chart the positions and for each position a summary of the duties and who holds the positions. Describe the organizational structure and why it is structured this way. Explain how this arrangement supports Workforce Solutions' business model. State whether there has been any staff changes/turnover in the chief executive and chief financial officer positions (or equivalent) during the past five years and describe the reason for the changes/turnover.

2. Provide Information about any governing boards, such as a Board of Directors or advisory boards. Provide the names and terms of Board members, the regular employers of those Board members and list the other companies they or their family members are owners of ten percent or more of or otherwise control and state their ownership interest.

3. Provide information about all affiliated organizations such as subsidiaries or parent companies of the proposer and its executive officers and managers, and specifically describe relationships. Include a discussion regarding all organizations in which the proposer, its executive officers and managers, or their immediate family members, owns ten percent or more of or otherwise controls,

4. Provide a list of the key staff for your organization and resumes for each (resumes may be attached to this form). Identify the principals and leadership and describe their responsibilities, experience, and length of service with your organization. Which principals, if any, would be assigned to work on Workforce Solutions' contract and what percentage of their time would they be expected to work on it?

5. Who controls the management of your organization?

6. Is the organization for profit or non-profit? Provide statements of your organization's mission, vision, and values. Describe who developed them and how they were developed. How does your organization communicate the vision, mission, and core values to the community? How are they expressed within the organization?

7. Provide a description of how your organization's mission supports that of the Gulf Coast Workforce Board. Describe how your organization's existing mission, vision and values will not supplant or confuse the Workforce Board's mission in operation of the project.

8. Provide a description of your organization's policies related to diversity, equity, inclusion, and accessibility and how compliance with those policies is monitored. Include the steps that you take to make sure any facilities you control or utilize to provide services meet physical accessibility requirements. Also include the processes in place to ensure the service you provide is accessible to individuals with disabilities.