



Request for Proposals
RFP #13240101
Management and Operations of Workforce Solutions for
the Heart of Texas
Child Care Services

Issuance of RFP	April 4, 2024
Bidders Conference	April 19, 2024, at 10:00 AM
Courtesy Letter of Intent to Submit Proposal	April 19, 2024, by 5:00 PM
Deadline for Submitting Questions	April 19, 2024, by 5:00 PM
Question and Answer Release	by April 26, 2024
Proposal Due Date	May 2, 2024, by 1:00 PM
Evaluation Period	May 2 – May 15, 2024
Recommendation Presented to Board	May 16, 2024
Contract Negotiations	May 16 – May 31, 2024
Transition Period (as needed)	June (post-negotiations) – September 30, 2024
Assume Operations	October 1, 2024

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Waco, Texas 76701
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PART 2. PURPOSE AND BACKGROUND

2.1 Purpose of Solicitation

This Request for Proposals (RFP) solicits proposals for the management and operation of Child Care Services (CCS) for the Heart of Texas Workforce Development Board, Inc. (the Board) based in Waco. The Board’s intent by this solicitation is to contract with an entity to provide management and operation of CCS in a manner that will enhance performance as well as provide quality customer service. CCS management and operations include determining client eligibility, provider management, implementation of quality activities and funds management in the six counties for which the Board has jurisdiction: Bosque, Falls, Freestone, Hill, Limestone and McLennan.

The Texas Workforce Commission (TWC) the Board’s funding source for CCS, scrutinizes the percentage of funds used for operations and administration. Proposers must keep operations and administration costs within the guidelines enforced by TWC.

This Request for Proposals (RFP) provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information to prepare a response. This RFP guides the preparation of a responsive proposal to meet the Board’s objectives.

Subject to the availability of funding, the initial contract period year will be for a one-year period. The Board reserves the right to offer up to four additional, one-year (twelve month) extensions of the contract based on the annual evaluation of the services, achievement of annual performance, availability of funds, and capacity of the contractor to demonstrate quality improvement throughout the region and meet new or revised goals, objectives, and standards of the Board.

2.2 Background

The Board of Directors for the Heart of Texas Workforce Development Board, Inc. a nonprofit 501(c)(3) corporation, is a body appointed by the Chief Elected Officials of the region. The Board is composed of individuals living in the area who represent local employers, organized labor, economic development, education, community-based organizations, state employment services, state human services department and state rehabilitation services. The majority of the members and the appointed Chair of the Board are representatives of private sector employers, as these are the primary customer of the workforce development system. The Board of Directors is responsible for the planning of all services and procurement of contractors who demonstrate the capacity to achieve the goals and objectives of the Board through service delivery operations.

2.3 The Mission of the Board

The mission of the Board is to support economic development through identification, advocacy for, and facilitation of the development of a quality workforce in the six county Heart of Texas region. Through the administration of the programs under its purview, and through the operation of the Workforce Solutions workforce center system, the Board aims to ensure quality workforce services, resources, and skill training for industries, businesses, and job seekers to contribute to the economic strength and growth of the region and Texas. The Board's objective is provision of these services in an efficient and customer-oriented manner to strategically enhance the vitality of the region. The Workforce Solutions workforce center system is the primary deliverer of the Board's workforce services to Heart of Texas job seekers and businesses.

Equally important as its administrative oversight of federally funded workforce services, the Board directs energy toward facilitating important workforce partnerships between educational and economic development entities, industries, small businesses, and community and faith-based organizations that depend upon and interact with the workforce.

2.4 Contractor Objectives

- a. Manage funds to maximize units of care and meet monthly fund utilization targets;
- b. Project expenditure of operations, quality, and direct child care funds;
- c. Design program services to minimize operational and/or administrative costs;
- d. Maintain track, and report expenditures using The Workforce Information System of Texas (TWIST) or the planned TWIST replacement called TX3C, and internal accounting systems;
- e. Determine and document all eligibility for child care services based upon Board and TWC Rules and policies;
- f. Manage a waiting list of pre-screened families;
- g. Implement an approved quality improvement plan and promote and administer the Texas

Rising Star (TRS) Quality Rating and Improvement System and other local and state-wide projects that increase the quality of early learning programs and the Early Childhood workforce

- h. The CCS Operator will work in close collaboration with child care providers and other agencies and individuals concerned with child care and early education issues;
- i. The CCS Operator will promote quality child care and serve as a major community resource for information, education, and training on community child care issues.
- j. Prepare budgets and budget amendments;
- k. Provide an accurate and auditable record of all financial transactions;
- l. Maintain records and report in a manner prescribed by the Board;
- m. Establish internal controls to ensure propriety of information, compliance with established rules, safeguarding of assets, efficient use of resources and accomplishment of established objectives and goals;
- n. Offer low-income families an expanded choice of accessible child care;
- o. Provide child care and parenting information, and resource assistance to families;
- p. Recruit and retain eligible child care providers throughout the region, manage provider agreements, and ensure compliance with all applicable rules, regulations, and policies;
- q. Coordinate services with various State and local child care resources.

2.5 Contractor Responsibilities

The purpose of the program is to increase the availability, affordability, and quality of child care services. Per 45 CFR 98.1, the Board offers funding to:

- Provide eligible low-income families, Workforce program participants, and DFPS families with the financial resources to find and afford child care for their children;
- Enhance the quality of care for all families, including those who receive no direct assistance under CCDF;
- Administer the Texas Rising Star Quality Rating and Improvement system, which includes coordinating an approved plan of quality improvement activities; and
- Improve the quality of, and coordination among, early learning programs.

Funding for the CCS program comes from state and federal sources. Funding levels are determined at the beginning of the Texas State fiscal year; however, additional funding can become available at any point during the fiscal year. The Child Care Services contractor must be prepared to use additional funding for direct care and/pr quality improvement activities as funds become available.

The Contractor will be responsible for:

- a. Recruiting and hiring an adequate number of qualified staff to meet Board and program objectives, and providing management, direction, opportunities for staff development and training, and benefits and incentives to attract and retain quality staff and foster a commitment to excellence;
- b. Providing client and provider services as described herein;
- c. Complying with laws, regulations, rules, policies and directives governing the program;
- d. Coordinating with the Board to maintain inventory of property and equipment;
- e. Carrying out appropriate self-evaluation monitoring activities and taking prompt corrective action against known violations of the legislation, regulations, applicable policies, contract provisions, and other requirements;
- f. Maintaining the confidentiality of all client information;
- g. Ensuring timely and complete data entry into the TWC system(s) as required by TWC and the Board;
- h. Meeting or exceeding performance measure/s for CCS;
- i. Implementing Texas Rising Star, the State's Quality Rating and Improvement System;
- j. Implementation of an approved child care quality improvement/strategic plan;
- k. Providing consumer education information to parents about the importance of quality child care and the types of child care providers available;
- l. Overseeing the Children's Playroom at the Workforce Solutions Heart of Texas McLennan County Workforce Center;
- m. Actively encourage the use of the website's online customer and provider features and participate in ongoing quality improvement and updates to the website;
- n. Establishing, maintaining, and utilizing internal program management procedures sufficient to provide for effective management and the prevention of fraud and abuse in all activities funded under the contract;
- o. Retaining the liability for disallowed costs from the operation and management of CCS;
- p. Conducting informal appeal resolutions as appropriate and participating in formal appeal hearings;
- q. All tasks related to recoupment of improper payments;
- r. Data management to ensure accuracy of reports, referral fixes and developing and

running ad hoc queries;

- s. Utilize the three automated systems developed and maintained by TWC that include: TWIST, TX3C expected to replace TWIST in July 2024, and PIRTS; and Workflow 2 as needed as legacy system.
- t. Coordinating with other Board contractors and entities with which the Board has Memorandum of Understanding (MOU) or contracts.

PART 3. PROPOSAL CONDITIONS

The following are conditions that apply to the RFP and to any subsequent contract.

1. The result of the procurement process is selection of a proposer with whom to negotiate a contract for the management and operation of the Child Care Services; however, the Board is under no legal requirement to execute a contract on the basis of any proposal.
2. The Board reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is in the best interest of the Board.
3. Proposals must conform to relevant state and federal laws and regulations governing the use of applicable funds for services and programs.
4. The Board may negotiate a contract for services based on the evaluated proposal. The Board reserves the right to require specific modifications before agreeing to contract.
5. The funding of any proposal is contingent upon receipt by Board of funds from the State of Texas and/or the United States.
6. Any costs incurred by the Proposer prior to the commencement date of a contract will not be paid from contract funds.
7. Other than providing technical assistance during the Bidders Conference, Board staff will not assist any proposer in the preparation of the proposal.
8. All proposals and any attachments, appendices, or other information submitted as a part of a proposal become the property of the Board upon submission and may be reprinted, published, or distributed in any manner by the Board according to open records laws, applicable state and federal policies and procedures, as well as those of the Board. Subject to the Texas Public Information Act, respondents may protect trade and confidential information from release. Trade secrets or other confidential information, submitted as part of a proposal, shall be clearly marked on each page it appears. Such marking shall be in boldface type at least **14-point font**.
9. No employee, member of the Board of Directors or other governing body, or representative of a proposer who submits a proposal may have any contact outside of the formal review process with any employee or any member of the Board for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, email, fax, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.
10. The Board reserves the right to accept or reject any or all proposals received; to cancel this RFP in part, or in its entirety; or to reissue the RFP.
11. In order to ensure that the needs of the region are adequately met, the Board reserves the right to request additional information and/or negotiate issues prior to making a selection.

12. The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.
13. The Board reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who have experience and/ or knowledge of the proposer's relevant performance and/or qualification and to request additional information from any and all proposers. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of a contract resulting from this procurement.
14. Solicitation and selection of proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of services. Proposers are responsible for familiarizing themselves with these laws and regulations.
15. Indirect is only available to "non-profit" entities. Indirect costs may be charged to administration of programs or operational costs if supported by appropriate documentation and in accordance with TWC Financial Manual for Grants and Contracts (FMGC). An indirect cost rate or overhead charge to be levied against the services to be provided under a contract issued pursuant to this RFP must be approved by a cognizant agency. All indirect charges are to be fully explained in the budget narrative. Indirect costs will be capped at 12% of the operational budget regardless of the approved rate. Indirect costs will be negotiated on an item-by-item basis with the selected contractor. Management fees are only available to "for-profit" entities; and are limited to 12% of the operational budget.
16. Profit is an allowable cost. Profit is only available as a budget item for a "for profit" organization. Profit will be capped at 8% of the requested operational budgeted funds. The amount of profit will be tied to the achievement of negotiated performance benchmarks. The payment of profit will be negotiated as a separate item during contract negotiations.
17. Non-Discrimination - As a condition for receipt of federal funds, the proposer must assure, with respect to the operation of the program and all agreements or arrangements to carry out the program, that the proposer is prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in programs funded with federal funds.
18. This is a negotiated procurement utilizing the Request for Proposal, and as such, award does not have to be based on the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies the Board's requirements.
19. The Board reserves the right to conduct credit check, criminal history, drug tests, and other background investigation of the selected proposer and, if a corporation, its directors, shareholders, or partners and managerial and supervisory personnel retained by the proposer for the performance of the contract.
20. The proposer will comply with conflict-of-interest requirements contained in TAC Title 40, Part 20, Chapter 801, Subchapter C - The Integrity of the Texas Workforce System.
21. The Board reserves the right to make unilateral amendments to the ensuing contract if the funding changes and/or if it is in the best interest of the Board. In such cases, no additional solicitations of proposals are necessary. Such activity will be supported by contract performance.
22. Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, the Board, TWC, Office of the State Auditor, U.S. Department of Health & Human Services, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFP for the purpose of

verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

PART 4. ELIGIBLE RESPONDENTS, CAPACITY AND SCOPE OF WORK

4.1 Eligible Respondents

Organizations (private for-profit, private non-profit, governmental, or faith-based); individuals or a team of individuals applying in collaboration with the intent of establishing a legal entity; and individuals proposing a personal contract arrangement are all eligible to apply. The types of management that will be considered include but may not be limited to turnkey operations, management teams, joint ventures, and other alternative management models. Applicants should possess experience and program knowledge necessary to provide high standards of customer service and satisfaction while maintaining and exceeding program performance standards. The successful applicant will demonstrate in the proposal and through a pre-award review the capacity to perform the requested services and manage CCS funds to the Board's expectations.

The Board is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency.

Minority disadvantaged and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFP.

Faith Based Organization Provisions - In accordance with Governor's Executive Order GWB-96-10, and §2308.303(a)(9), Government Code, a charitable or faith-based organization is eligible to be a contractor on the same basis as any other private organization. A contractor is required to ensure that all funds provided through a contract are expended for allowable activities, and that no expenditures have as their objective the funding of sectarian worship, instruction, or proselytization. A charitable or faith-based provider of services or activities subcontracted and funded under this contract shall reasonably apprise all participants of the following: "Neither the Board's selection of a charitable or faith-based provider of activities nor the expenditure of funds under this contract is an endorsement of the provider's charitable or religious character, practices, or expression. If you as a participant object to a particular provider because of its religious character, you may request assignment to a different provider. If you believe your rights have been violated, please discuss the complaint with your provider, or notify the Board." If a charitable or faith-based organization establishes a separate account for the government funds provided through this contract, then only the services and activities provided by those funds will be subject to audit.

Proposers must be knowledgeable of the statutes, regulations, rules and policies for Child Care & Development Fund, and that of the WIOA, TANF/Choices and SNAP Food Stamp Employment

& Training programs as these pertain to child care and must accurately apply them in developing the RFP response. Information on these programs may be found at Texas Workforce Commission web page <https://www.twc.texas.gov>.

The contractor selected will be required to assume full responsibility, including all risks and hazards, for all activities and services included in the contract.

4.2 Organizational Capacity

Offerors must demonstrate they have the organizational capacity to administer a program in accordance with the requirements of this RFP. The Board reserves the right to conduct a pre-award survey and fiscal integrity evaluation (which may include a review of corporate finances) of any offeror approved from this request. The purpose of the survey and fiscal integrity evaluation is to determine the capacity of the organization to operate the program, meet administrative requirements and maintain an adequate financial system. The Board also reserves the right to deny a contract to any offeror approved for funding that does not make information available and/or make timely changes required by the Board as a result of the pre-award survey or the fiscal integrity evaluation in order to bring its systems into compliance.

Respondents must describe in their proposal a system of self-monitoring, including the review of key elements relating to the organization's compliance with applicable laws, rules, regulations and policies, contract terms and conditions, and contracted performance measures.

Subcontracting must be specified in the proposal narrative and approval must be granted by the Board prior to the execution of a contract resulting from this RFP. No more than 20% of the funds for services and activities under this RFP may be subcontracted. All subcontracting is subject to applicable federal, state, and local laws, rules, regulations, and policies governing procurement.

If a proposer intends to subcontract any of the services and activities to be provided, the proposer must identify which services will be subcontracted and the rationale behind using a subcontractor instead of providing them directly. The proposer must describe how subcontracts were (or will be) procured, selected, the qualifications of the subcontractor, as well as the method and basis for subcontractor payments. Subcontractors are subject to the same requirements as the proposer under this RFP and any resulting contract.

Proposers must disclose and rectify to the satisfaction of the Board any and all outstanding monitoring and/or audit findings from any of the proposer's program contracts prior to receiving a contract resulting from this RFP.

Additionally, proposers must disclose whether there are any legal judgments, claims, arbitration proceedings, pending/outstanding lawsuits against the organizations and its officers, or any other potential liability that might affect the ability to perform if a contract is awarded.

4.3 Financial Systems Capacity

The CCS Operator must have a well-developed fiscal management system and capable staff to maintain the system and perform the necessary fiscal and statistical tracking and reporting. The CCS Operator is responsible for achieving expenditure benchmarks and must be able to

effectively adjust to sudden large increases and decreases in funding. Contractor must have financial systems that at a minimum meet the following standards.

a. In accordance with generally accepted accounting principles, the financial system must include:

- information pertaining to any sub-grant or contract awards, obligations, unobligated balances, assets, expenditures and income;
- effective internal controls to safeguard assets and assure their proper use;
- a comparison of actual expenditures with budgeted amounts;
- source documentation to support accounting records; and
- proper charging of costs and cost allocation.

b. Financial systems must be sufficient to:

- allow preparation of required reports;
- allow for tracking of funds to a level of expenditure adequate to establish that funds are used in violation of the applicable restrictions for such funds; and
- permit tracking of program income, potential stand-in costs, and other funds.

c. The Texas Workforce Commission may impose additional requirements on sub-recipient financial systems. The contractor selected from this RFP will be provided financial requirements for grant management established by the Texas Workforce Commission.

4.4 Scope of Work

The Board seeks a contractor for the operation of Child Care Services (CCS). The Contractor will design a system that provides child care services to eligible families in the Heart of Texas region and seeks to improve the availability of quality early care and education through the implementation of the Texas Rising Star Quality Rating and Improvement System and the approved child care quality improvement plan. This design must be co-located in the Workforce Solutions for the Heart of Texas Workforce Centers. Comprehensive services provided to families, providers, and the community must include at a minimum:

- a. Client eligibility for child care services at initial enrollment and redetermination;
- b. Maintenance of a wait list of pre-screened families – to include implementation of TWC and Board priorities for removal from the wait list;
- c. Comprehensive child care resources and information with a broad range of provider choices for families to include recruitment of providers;
- d. Implementation of the Board approved Child Care Quality Improvement Plan that includes: activities that increase the supply of quality child care, increase the professionalism of the child care workforce, supports developmentally appropriate early learning environments, and engages parents and community partners in early learning;

- e. Timely payments to providers using electronic funds transfer and debit card payments.
Note: No payments will be processed by check; however, under exceptional circumstances payments by check may be made with prior Board approval;
- f. Ensure that all providers understand the responsibilities and attendance;
- g. Determination of recoupment amounts, and provider and client collections;
- h. Provision of mentoring services to providers seeking Texas Rising Star certification and star-level increases;
- i. Collaboration with community partners to leverage services to families;
- j. Processing of appeals and informal meetings to resolve complaints and termination of child care or provider services;
- k. Fact finding for suspected fraud or program abuse;
- l. Maintenance of internal procedures for all operational aspects of the program;
- m. Internal monitoring of all contractor functions;
- n. Timely and accurate data entry of all required client and provider information into the Texas Workforce Information System (TWIST) or the new TX3C system within the required timeline set by TWC;
- o. Forecasting of expenditures and enrollments to ensure that performance is met, and expenditures are correctly reported;
- p. Establish systems to ensure referrals to other Workforce Solutions Center services to assist in seeking better wages, training, or education;
- q. Document and track referrals for services to Workforce Solutions contractors or other community-based resources;
- r. Data management, referral fixes, and Ad-hoc reporting including timely provision of requested reports from Board staff;
- s. Provide a focal point for coordination of services to families and children;
- t. Collaborate with the Board and community partners in identifying child care resources to support development of higher quality child care; and
- u. Coordinate with workforce training programs, community agencies, 2-1-1 and with staff of the Texas Department of Family and Protective Services to provide child care services to eligible individuals.

4.5 Current Performance

The Board expects that the CCS contractor will meet the performance measure for child care units served per day. This target is formulated by TWC each year. The measure is considered to be met at 5% percent below the target and 5% above the target. The CCS operator is responsible for managing the number of children served through the CCS program in order to stay within the direct client services budget.

4.6 Target populations and related funding sources are as follows:

- a. Children placed in foster care. Funded by a combination of state and state matched federal funds from Title IV-E of the Social Services Block Grant;
- b. Children of Choices participants. (Recipients of Temporary Assistance for Needy Families (TANF)). Funded by Child Care and Development Fund (CCDF);
- c. Children of TANF applicants attending a Workforce Orientation. Funded by CCDF;
- d. Children of Food Stamp Employment and Training participants. Funded by SNAP Employment and Training funds;
- e. Children of parents transitioning from public assistance to employment. Funded by CCDF;
- f. Children whose parents are involved with Child Protective Services. Funded by Title 20 of the Social Services Block Grant, and Child Protective Services;
- g. Children of qualified veterans. Funded by CCDF;
- h. Children of teen parents. Funded by CCDF;
- i. Children with disabilities. Funded by CCDF;
- j. Children of WIOA Participants. Funded by Workforce Innovative and Opportunity Act supportive services;
- k. Children of Income Eligible (Low wage Working) Families. Funded by CCDF, Child Care Development Block Grant and Title 20;
- l. Child Care Quality, funded by CCDF, Child Care Development Block Grant and Title 20 (\$247,675 must be spent on mentor/assessor for TRS). In addition, 2% of allocation must be spent on quality improvement.
- m. Quality child care activities under the CCQ grant are limited to allowable CCDF quality improvement activities referenced in 40 TAC § 809.16 and described in Part H of the Child Care Services Guide. A certain minimum amount must be spent on TRS mentor/assessor functions.

4.7 Matching Funds

The Board does not require the current CCS operator to secure the matching funds at this time. Board staff ensure this requirement is met through certifications and donations with local institutions. However, it is possible that contractor involvement will be required in the future.

PART 5. SUBMISSION PROCEDURAL INFORMATION

5.1 Solicitation Process

This RFP document and procurement process complies with all applicable Federal, State and local policies governing procurements under the grant funds to be contracted as a result of this process. This procurement provides a standardized method of ensuring open, free, maximum competition in the solicitation for management and operation of Child Care Services. This document contains the necessary background, requirements, instructions, specifications for submitting a response to this solicitation, and the proposal evaluation/selection process. This is not a purchase agreement, contract, or commitment to purchase the solicited services, nor does it commit the Board to pay for any costs incurred in preparation of a response to this RFP.

Contractual obligations will be negotiated with the successful proposer. Failure to successfully agree on the terms, conditions, and obligations within 30 days can result in termination of negotiations for a contract, and the Board reserves the right to open negotiations with the second highest ranked offeror. Additionally, the Board reserves the right to withdraw or reduce the amount of an award if there is misrepresentation of the applicant's ability to perform as stated in the proposal/contract.

5.2 Solicitation Schedule

Issuance of RFP	April 4, 2024
Bidders Conference	April 19, 2024, at 10:00 AM
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5.3 Proposal Submission

Proposers must submit entire proposal (following the sequence of submission found in section 5.6 in PDF format in a single folder titled with your organization's name and the date submitted, e.g., "My_Company_4-29-2024" by **May 2, 2024, 1:00 p.m.** to https://hotworkforce-my.sharepoint.com/:f/p/erin_dosher/Egac811fWjtDvEH_M7lo6YoB1tQUHIKq9Zn5nluVi_2iVw. Should you run into issues when trying to submit, please contact Erin Doshier at (254) 296-5386 or at procurement@hotworkforce.com. It is recommended that you allow yourself plenty of time to submit

electronically, all electronic submissions after the due date and time will not be counted as submitted on time.

Timely delivery of proposals is the sole responsibility of the Proposer. Proposals must be received by the deadline - **May 2, 2024, 1:00 p.m.** Workforce Solutions for the Heart of Texas is not responsible for late proposals. Disputes concerning late or non-delivered proposals cannot be appealed.

Any modifications or amendments to a proposal (i.e. one already submitted prior to the deadline) must also comply with the above requirements and the response deadline. Any proposals or amendments delivered/received after the deadline date and time will not be considered and will be deemed as late and non-responsive to the RFP procurement process – no exceptions. Late proposals or amendments will not be reviewed.

5.4 Bidders' Conference

A conference for prospective bidders to learn more about this RFP and to answer questions will be conducted:

Friday, April 19, 2024, at 10:00 a.m.

This will be a virtual bidders' conference conducted via Zoom. Please RSVP by sending your company name and the names of all attendees to procurement@hotworkforce.com. You will be sent a link to join the meeting after your RSVP is received.

Bidders' Conference attendance is not mandatory, however the conference offers potential bidders the opportunity to obtain guidance on the scope and nature of the work required and ask technical questions.

All prospective bidders may submit written questions until **April 19, 2024, at 5:00 p.m.** Submit questions to: procurement@hotworkforce.com.

Board members, Board staff, and associated parties are precluded from entertaining any questions outside the bidders' conference and/or the written question process described above. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

5.5 Appeals Process

The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.

All proposers will be notified in writing of the final results of the procurement process after the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(ies); and (3) the

specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

Aquanetta Brobston, Quality Assurance/EO Officer
801 Washington, Suite 700
Waco, TX 76701
Dated Material Enclosed

Facsimile or email will not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, the Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures, available on request.

Request for Debriefing: A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including proposal evaluation process, and help unsuccessful respondents understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

5.6 General Instructions for Proposals

FORMAT

- a. The original proposal must be typed in no smaller than 12-point font.
- b. Each page of the proposal, with the exception of the coversheet, must be sequentially numbered, including attachments.
- c. When responding to each question under the noted criteria, include the question and the corresponding number in the response.
- d. There is no page limit for the Proposal Narrative Section; however, the responses should be addressed in a concise, clear manner.
- e. Documents submitted must be complete and fully assembled.
- f. A financial audit for the two most recent years must accompany the proposal.
- g. Documents submitted must be legible, complete and fully assembled.

COVER SHEET

- a. All items on the Cover Sheet must be completed.

- b. Identify the primary contact person, as well as the Signatory Authority -- the person with the legal authority to negotiate and sign a contract. *This person must sign the certification forms.*

RESUME

- a. Submit a resume for the person who will have day to day oversight of Child Care Services and key management staff.
- b. Limit each resume to 3 pages and inclusive of all education, training, certifications and a sequential history of professional experience beginning with the most recent.
- c. Each referenced employer should include the names of immediate supervisors and current contact information.

NARRATIVE

- a. Submit a written response to each of the narrative elements contained in Attachment B. Failure to follow the narrative format may result in a reduced evaluation score.

BUDGET FORM

- a. Using the RFP budget form (Excel Workbook, Attachment C) present a line-item budget of your proposed costs.
- b. Include a budget narrative that describes/explains each cost and how it was calculated.
- c. Present the total budget cost for a twelve (12) month period.
- d. Should your proposal be selected for consideration this budget will be the basis for negotiating the contract amount.
- e. Do not include costs for office space and office equipment.

SEQUENCE OF SUBMISSION

The proposal should be submitted with elements in the following order:

- a. Attachment A Proposal Cover Sheet
- b. Attachment B Proposal Instructions and Narrative
- c. Attachment C Budget
- d. Attachment D Budget Narrative
- e. Attachment E Administrative Management Survey
- f. Attachment F Financial Systems Survey
- g. Attachment G Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- h. Attachment H Certification Regarding Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreement
- i. Attachment I Certification Regarding Conflict of Interest
- j. Attachment J Assurances and Certifications
- k. Certification Regarding Texas Corporate Franchise Tax
- l. Certification Of Proposer Non-Discrimination and Equal Opportunity Provisions
- m. Certification Regarding Drug-Free Workplace Requirements
- n. Certification of Proposer

***** All documents requiring a signature must be signed using blue ink. *****

PART 6. SELECTION PROCESS

6.1 Minimum Standards of Determining Responsiveness of Proposals

The selection process used by the Board is intended to help the Board identify the most qualified Child Care Services management and operations organization for contract negotiation.

A proposal must meet minimum standards before being considered for further evaluation:

- a. Submitted by the deadline;
- b. Submitted in the required format;
- c. Contains all required elements and required signatures;
- d. Format complies with proposal instructions, including but not limited to formatting instructions, narrative instructions, submission order, page restrictions, and budget instructions; and
- e. Contains no evidence of conflict of interest.

6.2 Evaluation Process

Selection of the Contractor shall be in accordance with federal procurement principles and the TWC Financial Manual for Grants and Contracts, which requires “full and open competition,” fair and equal treatment, and “arm’s length” relationships with all potential applicants. The evaluation will include two phases:

- a. A review of the responsive submitted proposals by an evaluation team comprised of independent reviewers. Proposals shall be ranked from highest score to lowest average score.
- b. The full Board in a duly called meeting will consider the recommendation and either approve or disapprove the recommendation.

Evaluators will score the proposals using a criteria-based instrument.

- a. Evaluators will award points for specific criteria with the highest possible total being 108 points.
- b. Evaluators’ scores for each proposal will be averaged and those with a minimum average score of 75 points or higher will be ranked by highest points to lowest points.

The proposer with the highest combined averaged score (average proposal evaluation score plus average interview score (if applicable)) will be recommended to the full Board for contract negotiations.

6.3 Evaluation Criteria

Proposals that contain all of the required elements will be deemed responsive if they score at least seventy-five (75) points based on the total possible available 108 evaluation criteria points.

CRITERIA	MAXIMUM POINTS
1. Demonstrated Experience	17

2. Quality/Texas Rising Star	18
3. Client and Provider Services	15
4. Staffing and Training	15
5. Financial Experience	16
6. Budget/Cost Reasonableness	20
7. Value Added	2
8. Certified HUBs will receive 5 points on the proposal evaluation. HUB Certification must be included with the proposal to receive these points.	5
Possible Total Combined Points <i>(75 points needed to be ranked).</i>	108

Demonstrated Experience: 17 Points

This criterion includes a review of the proposing entity demonstrated history of successfully providing the same or similar services to those specified in the RFP, specifically relating to the types of activities, targeted populations, performance outcomes (measures/targets), and contractual compliance, etc. Experience of assigned corporate staff, oversight role of corporate. Experience with advisory groups, task forces, federal, state, local groups.

Quality/Texas Rising Star: 18 Points

This area will examine the proposed overall approach, design, strategies, processes, and outcomes in delivering services that effectively and efficiently meet the Board’s expectations. The successful proposer must demonstrate a thorough understanding of the Texas Rising Star Quality Rating and Improvement System and other local or state-wide child care quality improvement programs or projects. Other areas of review will include collaboration; use of data, including customer satisfaction to improve services; outreach and recruitment and demonstration of approaches to evaluate program effectiveness and measure outcomes. Proposers must have a comprehensive approach to staff development and enrichment.

The successful proposer will design a system that provides child care services to eligible families in the Heart of Texas region and seeks to improve and expand the availability of quality early care and education through the implementation of the Texas Rising Star Quality Rating and Improvement System and the approved child care quality improvement plan. Proposers will be evaluated on proposed innovative strategies to promote child care quality standards and increase the number of Texas Rising Start providers.

Client and Provider Services: 15 Points

This criteria area will evaluate the proposed overall approach, design, strategies, processes, etc. in delivering services. The described plan for providing CCS client and provider services is scored on demonstrated knowledge of the child care system/program; coordination with workforce center operation; performance management; client eligibility, enrollment and re-determination; and provider management.

The proposer must make clear how they will be an asset to the Board in achieving local goals and objectives through rigorous management, continuous improvement and excellence in the provision of childcare services. Evaluation and review of monitoring/audit issues and resolutions.

Staffing and Training: 15 Points

Evaluation review for this criterion includes the proposed staffing plan and management approach to implement an effective integration of human resources and operational processes to meet Board expectations. This Criterion includes a review of the proposed organization chart, management experience and proposed staff qualifications.

Proposers must have a comprehensive approach to staff development and enrichment including staff customer service training, cross training of program regulation and functions within the CCS staff and the workforce center staff. The proposal must identify management staff with the required skills and experience living in the Heart of Texas area (within no more than 60 days of contract award).

Financial Experience: 16 Points

The proposing entity must demonstrate that it is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, financial resources, financial capacity, and fiscal knowledge in accordance with federal, state and generally accepted accounting practices. This Criterion also includes demonstrating effective financial performance under contracts with Workforce Development Boards, preferably in Texas, by meeting all fiscal expenditure goals and the ability to utilize funds to derive organizational strategic objectives. Financial tracking systems for payments to providers will also be evaluated.

A proposer must offer proof of effective and successful experience in Child Care Services management and operations as evidenced by monitoring reports and corrective actions, timely, responsive and successful remedies to corrective action plans, performance improvement plans and sanctions, and monitoring findings. This may include demonstrating effective performance under contracts with other Workforce Development Boards by fulfilling all contractual obligations, meeting and exceeding performance and fiscal expenditure benchmarks, and complying with all program requirements as well as local, state and federal policies and regulations. The proposer must demonstrate an understanding of performance measures and the ongoing management of these measures.

Budget/Cost Reasonableness: 20 Points

The successful proposer must demonstrate that its costs for providing proposed services are necessary and reasonable by submitting a detailed budget and budget narrative. Cost reasonableness will be determined by comparing each proposer's proposed cost to other proposals, and to existing rates throughout the State paid for management and operations of Child Care Services.

Other areas of review will include cost allocation methodology, competitive indirect rate or management fees, overhead costs, profit, budget narrative and justification of costs, in-kind or matching funds. As an independent contractor, all associated costs should be included in the

proposed budget including all management and childcare staff, quality assurance, indirect costs, and profit, if applicable.

All overhead costs corporate and local shall be allocated using a direct charge method in lieu of an indirect cost rate. The amounts and allocation methods of all overhead, corporate, direct services, and any other costs directly or indirectly benefiting this project shall be documented in accordance with the FMGC compliant cost allocation plan. All costs must be fully explained and justified in the budget narrative.

Proposals that may rank well in program design and effectiveness may not be considered for contract negotiations because of unreasonable, excessive, unexplained or unallowable costs.

Value Added: 2 Points

This criterion relates to the proposer’s capability to bring additional tools, processes and resources that are above and beyond and will enhance what is basically required to operate the centers. Value added costs should be fully explained and justified in a budget narrative to receive any criteria points.

Historically Under-utilized Business: 5 Points

Signed certification for the proposing entity. Pending certifications will not be considered.

PART 7. ADMINISTRATIVE REQUIREMENTS

The following elements are general administrative requirements that apply to all Board contractors.

7.1 Nature of Agreement – Type of Contract

The Board will reimburse the selected Child Care Services contractor for costs incurred in accordance with Board policy and procedures. Contracts will be cost reimbursement unless a different type of contract is determined by the Board to be more advantageous. The Board reserves the right to reallocate funds among funding categories before contract award and throughout the contract period. All allocations of funds are subject to the availability of state and federal funding.

7.2 General Rule

Board contractors must comply with cost principles and administrative requirements set out in the federal OMB Circulars A-21, A-87, A-102, A-122, and 48 CFR Chapter 1, Part 31, as supplemented by the final rules promulgated by the Texas Office of the Governor under the Uniform Grants and Contract Management Standards (UGCMS) and the Texas Workforce Commission’s Financial Manual for Grants and Contracts.

7.3 Financial Systems

- a. General Requirements. Board contractors or their fiscal agents must have financial systems that, at a minimum, meet the following standards:

1. *GAAP*. In accordance with generally accepted accounting principles, financial systems must include: (1) information pertaining to any sub grant or contract awards, obligations, unobligated balances, assets, expenditures, and income, (2) effective internal controls to safeguard assets and assure their proper use, (3) a comparison of actual expenditures with budgeted amounts, (4) source documentation to support accounting records, and (5) proper charging of costs and cost allocation.
2. *Sufficient system*. Financial systems must be sufficient to (1) permit preparation of required reports, (2) permit the tracking of funds to a level of expenditure adequate to establish that funds are allocated appropriately and have not been (will not be) used in violation of the restrictions on use of such funds, (3) track encumbrances; and (4) permit the tracking of program income, potential stand-in costs, and other funds.
3. *State requirements*. The state of Texas is allowed to impose additional requirements on sub-recipient financial systems. The proposer selected from this RFP will be provided financial requirements for grant management established by the state.
4. *Accrual accounting*. Financial systems must be designed in order to report contract costs as accruals or modified accruals.

b. Financial Reports. Contractors are required to provide financial reports to the Board on a regular, monthly basis in such detail and on such forms as required by Board. Failure to make reports on time may result in de-obligation of funds or termination of contract.

c. Grant/Contract Advances. The Board may authorize contract advances to certain contractors, provided the contractor has and maintains sufficient financial systems and demonstrates the need for advance funds. Advances will not exceed 1/12 of the total contract amount and will be liquidated by the end of the contract performance period.

d. Administrative Cost Limitation. The Board may place a limitation on the amount of funds in any contract that may properly be charged to the administrative cost category. This limitation may vary with the source of the funds.

7.4 Audit

- a. Federal Circulars. A contractor who receives more than five hundred thousand dollars (\$500,000) in Federal funds will have an audit made in accordance with the Single Audit Act of 1984, P.L. 98-502, and OMB Circulars A-128 and A-133, as applicable and in effect at the time costs were incurred, unless the applicable circular provides otherwise, or in accordance with federal laws and regulations governing programs. Audit results will be provided to the Board.
- b. Organization-Wide Audit. A contractor may arrange for a single, organization-wide audit of its programs that will include a financial and compliance audit of state or federally funded programs under Board's contract, provided it is consistent with criteria found in the Texas Workforce Commission's Financial Manual for Grants and Contracts, and Board agrees prior to the audit process.
- c. Independent Audit. The Board reserves the right to conduct or cause to be conducted an independent audit of all funds received under Board's contract, notwithstanding the requirements above. The audit may be performed by local government audit staff, a certified public accounting firm, or other auditors that Board will designate. Such audit will be conducted in accordance with applicable federal rules and regulations, contractual

guidelines, and established professional standards and practices.

7.5 Property Management Standards

Board contractors must maintain, manage, and dispose of any property purchased with workforce funds in accordance with the Board's policies. All non-expendable property purchased with funds from the Board is considered the property of the Board, the state, or the federal government.

7.6 Records and Records Retention

Contractors are required to prepare and maintain participant and financial records in accordance with instructions from the Board. Contractors are required to retain all records per the Board's Record Retention Manual.

7.7 General Reporting

Contractors must provide such reports on participants, finances, and program operation as required by the Board.

7.8 Certifications

Contractors are required to meet requirements contained in the Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug Free Workplace.

7.9 Accessibility

Contractors are required to ensure that all facilities and services are in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to physical and program accessibility.

Contractors are also required to take reasonable steps to ensure meaningful access by Limited English Proficiency (LEP) persons to the information and services they provide.

7.10 Nondiscrimination and Equal Opportunity

Contractor will not deny benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Contractor will ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractors must conduct all programs in accordance with provisions of the laws and applicable rules and regulations issued under these laws, as they apply to specific programs or activities:

- The Age Discrimination Act of 1975, 42 U.S.C. 1681 – 1688, as amended;
- Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000f et seq., as amended;
- The Rehabilitation Act of 1973, 504,29 U.S.C. 794, as amended;
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 – 1688, as amended;
- The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq., as amended;
- The Women in Apprenticeship and Non-Traditional Act, 29 U.S.C. 2501 et sew, as amended;
- Section 188 of the Workforce Innovation and Opportunity Act; and

- All applicable rules and regulations issued under these laws.

7.11 Cybersecurity

Contractor will comply with the Board’s policies, procedures, and standards developed in accordance with the minimum acceptable standards for the Texas Cybersecurity Framework control objectives.

7.12 Insurance and Bonding

- a. General Liability Insurance. Contractor will maintain general liability insurance for all administrative and service locations for personal injury, bodily injury, and property damage in minimum amount of \$500,000 per occurrence or \$1,000,000 aggregate.
- b. Errors and Omission insurance. Maintain errors and omissions coverage and with per incident coverage of no less than \$1,000,000.
- c. Bonding. The Contractor must obtain a bond, insurance, escrow account, cash on deposit, or other methods in accordance with the requirements of 40 TAC §801.54, sufficient to cover the greater of the 1) largest cumulative amount of all cash requests submitted on any given day, or 2) the cumulative amount of funds on hand at any given point. Additionally, if such amount is less than 10% of the funds subject to the control of the Contractor, the difference must also be secured through bonds, insurance, escrow accounts, cash on deposit, or other methods in accordance with the requirements of 40 TAC §801.54. Under no circumstances shall the Board disburse to the Contractor an amount of cash that exceeds the amount secured under this paragraph. The determination shall be made based on the cumulative amounts drawn by the Contractor during any consecutive three (3) day period for since or multiple sources. Bonding and other methods of securing funds must not be committed to securing funds received by the Contractor from any entity other than the Board.
- d. Property Insurance. Except for governmental agencies, contractors must obtain insurance adequate to cover replacement costs resulting from vandalism, theft, fire, flood, windstorm, or other hazards for any property purchased with funds from Board grants or transferred to the contractor from the Board. Contractors that are governmental agencies may be required to replace any damaged, lost or stolen property from other than federal funds, if no insurance is in effect.
- e. Documentation. Contractor is required to provide the Board with copies of originals of all certificates demonstrating proper insurance coverage.

7.13 Policies and Procedures for the Child Care Services Program Will be Provided Upon Selection

PART 8. RESOURCES

8.1 Definitions

Board – refers to the Heart of Texas Workforce Development Board.

Workforce Solutions Centers – Public Workforce offices that provide employment related activities.

Child Care Services (CCS) – The system of delivery used to manage purchased Child Care Services for eligible clients and the Texas Rising Star program and related quality improvement activities.

CCS Providers – Providers are self-arranged by parents. There are two types of child care:

- Regulated child care with a Provider Agreement
- An eligible relative, which is the only type of unregulated child care for which Child Care and Development Funds may be used

Child Care Services are reimbursed or paid with local, state and/or federal funding for eligible families.

Child Development Associate (CDA) – The CDA is a credential granted by the Council for Early Childhood Recognition. A candidate is a center-based or family child care practitioner or home visitor who demonstrates knowledge of, and skill in, 8 training content areas, having received 120 hours of documented training. To receive the credential a practitioner’s practice with young children is observed and assessed and they participate in an interview. An equivalent credential must include 480 hours of direct care for children with 120 clock hours of training in 8 content areas, a resource file, parent survey, and an observational assessment by a professional.

CPS – Child Protective Services

DFPS – Texas Department of Family and Protective Services

Parent – An individual who is responsible for the care and supervision of a child and is identified as the child's natural parent, adoptive parent, stepparent, legal guardian, or person standing in loco parentis (as determined in accordance with Commission policies and procedures). Unless otherwise indicated, the term applies to a single parent or both parents.

Relative Child Care Providers – CCS contractors reimburse eligible relatives that are listed with DFPS. Relatives shall not reside in the same household as the eligible child (unless the parent is a teen parent), and is the child’s grandparent, great grandparent, aunt, uncle, or sibling.

Texas Rising Star Providers – CCS providers who volunteer to participate in a plan to improve the quality of their services by meeting program criteria that exceed the minimum standards for licensed child care centers. The criteria require smaller group size, more qualified staff, and program components that address sound practices for the development of children.

8.2 Useful Websites

Web Address	Site
http://ecpa.cpa.state.tx.us/coa/Index.html	Texas Comptroller of Public Accounts -Certificate of Good Standing or Certificate of Account Status
www.twc.state.tx.us	Texas Workforce Commission
www.whitehouse.gov	OMB Circulars
www.capitol.state.tx.us	State legislation and statutes
www.hotworkforce.com/ChildCare	Board CCS website
https://texasrisingstar.org	Texas Rising Star
https://cliengage.org/public/	Children’s Learning Institute

8.3 Workforce Solutions for the Heart of Texas Centers

<p>McLennan County – Waco 1416 S. New Road Waco, TX 76711 (254) 754-5421 or Toll Free: (866) 982-9226</p>	<p>Freestone County – Teague 517 Main Street Teague, TX 75860 phone: (254) 739-2887</p>
<p>Falls County – Marlin 230 Coleman Street Marlin, TX 76661 Toll Free from Waco 803-3277 or (254) 803-3770</p>	<p>Hill County – Hillsboro 233 E. Elm Street Hillsboro, TX 76645 phone: (254) 582-8588</p>

ATTACHMENTS

Attachment A

PROPOSAL COVER SHEET

Name of Organization	
Mailing Address	
City/State/Zip Code	
Authorized Representative-Contact	
Telephone Number	
Fax Number	
Email Address	
Federal Employer ID Number	
State Comptroller ID Number	
HUB	<input type="checkbox"/> YES <input type="checkbox"/> NO If YES: Certification No. _____ Certifying Agency: _____ Attach a copy of current certification.
Type of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other (describe)
Name & Title of Authorized Signatory	
Signature and Date	

Attachment B

Proposal Instructions and Narrative

Proposers should state each RFP criteria section question and then present their response to that question. If applicable, **proposers must identify any proposed subcontractors and describe the service they will provide, if possible, attach subcontractor resume.** The Proposal Narrative is the proposer's opportunity to present their responses and descriptions to managing the Workforce Solutions for the Heart of Texas' Child Care Services. Flow charts, organizational charts and other diagrams requested may be attached to the proposal and labeled. Be sure to reference any such attachments in the responses.

CRITERIA	MAXIMUM POINTS
1. Demonstrated Experience	17
2. Quality/Texas Rising Star	18
3. Client and Provider Services	15
4. Staffing and Training	15
5. Financial Experience	16
6. Budget/Cost Reasonableness	20
7. Value Added	2
7. Certified HUBs shall receive 5 points on the proposal evaluation. HUB Certification <u>must be included</u> with the proposal to receive these points	5
Possible Proposal Points [Point average needed to be ranked - 75]	108

Proposal Narrative

The following elements must be addressed in the proposal:

1. Demonstrated Experience – 17 Points

1.1 Provide a brief history of your organization; include year established, location of home/corporate offices, of any regional offices, number of employees, and other lines of business.

1.2 Discuss your current mission and philosophy as it relates to the operation of the Child Care Services program.

1.3 Describe your experience managing CCS contracts over the last three years, include the experience of assigned upper management/corporate staff with the delivery of child care service in Texas. Describe past performance and are explain any corrective action plans you are currently under?

1.4 Describe the governance and oversight role of your organization (upper management/corporate staff with local staff).

1.5 Describe advisory groups, professional organizations, task forces, federal, state, and local groups you have worked with on child care issues and any benefits derived from your association with these groups.

1.6 Please use the following Disclosure Matrix Table to address the resolution or current status of any findings, exceptions, or disallowed costs. Proposers must disclose any and all outstanding monitoring and/or audit concerns from any of the bidder’s other contracts. Please respond to the six questions on the Disclosure Table and submit as an attachment you may add columns, if additional are needed.

Disclosure Table			
	Board Area	Board Area	Board Area
1. Have you ever been identified as a “High Risk” contractor or auditee? If so, describe the circumstances.			
2. Are you currently operating under any form of corrective action, technical assistance or performance improvement plan? If so, for what Board and for what purpose and what is your progress?			
3. Are you currently, or within the past two (2) years, been under any form of sanction? If so, describe the sanctioning Board’s basis for the sanction and duration.			
4. Identify any contracts that you have “lost” within the past three (3) years – i.e. terminated early or not renewed. Specify the reason(s) for the early termination.			
5. Provide a summary of ALL EEO related complaints you have received during the past two (2) years. Include resolution or current status for each.			
6. In the past three years, has your organization had adverse judgments or findings, such as administrative audit findings, monitoring findings, or sanctions by a court of law? If yes, explain.			

2. Quality/Texas Rising Star – 15 Points

2.1 Describe your experience implementing the Texas Rising Star Provider Quality Rating and Improvement System.

2.2 Describe up to two (2) quality improvement projects/activities that you are particularly proud of along with their measurable outcomes.

2.3 Describe your innovative system design strategies to improve the availability of quality early care and education through the implementation of the Texas Rising Star Quality Rating and Improvement System and approaches to evaluate their effectiveness.

2.4 Provide detail on the proposed number of quality focused staff assigned to the program.

2.5 Describe how you will provide consumer education to parents and the community about the importance of quality child care, making informed child care decisions and, and any other parent/family engagement activities.

2.5 Describe strategies for recruiting providers to participate in quality improvement activities provided by CCS.

2.6 Describe strategies for recruiting providers into the Heart of Texas Early Education Apprenticeship. The goals of the Early Education Apprenticeship, a Registered Apprenticeship Program (RAP) sponsored by McLennan Community College:

- Address staff retention by fostering sustainable career pathways through the development of a Registered Apprenticeship Program within the Early Childhood Industry; and
- Increase the qualifications of early childhood educators thereby improving the quality of early learning program.

2.6.1 CCS Contractor will employ two (2) full time Mentors who will provide on-the-job training and recruit future apprenticeship cohorts. ***The proposer must include these two FTEs in the proposed budget. (see attachment C).***

3. Client and Provider Services – 15 Points

3.1 Describe how you will make services accessible to parents and to child care providers throughout the WSHOT workforce service area.

3.2 Describe your plan for the client application process, authorizing child care, maintaining proper documentation, and tracking client attendance. Describe your vision for successful client services.

3.3 Describe your plan for developing and maintaining an adequate provider base, including care during non-traditional hours. Describe your vision for successful provider services.

3.4 Describe your system for managing quality customer service and your process for managing client complaints.

3.5 Describe any experience you have with online applications and requests, include any successes for improving customer service through a website, and successful strategies used for keeping website up-to-date.

3.6 Describe your CCS System design components, including your performance forecasting methodology and indicate how often your forecasts are updated.

3.7 Discuss your strategy for minimizing risk, detecting, and reporting fraud.

3.8 Describe your corrective action processes for addressing deficiencies identified through internal and external monitoring.

3.9 Provide as an attachment Program Monitoring Reports for the first and final TWC and Workforce Board staff or contractor monitoring reports for the past 3 years related to child care services contract, monitoring issues cited and how and if they were resolved should be noted in the final reports. List current, and/ the last three years of contracts related to Child Care Services include:

- Reference name, address, and contact name;
- Contract dates; and
- Annual operation budget

4. Staffing/Training – 15 Points

4.1 Present your proposed organization chart and delineate how Workforce Solutions for the Heart of Texas CCS proposed staff positions and lines of responsibility would fit in the corporate organization, include all administrative staff.

4.2 Provide brief synopsis and attach resumes of all WSHOT CCS assigned corporate/upper management and proposed local CCS staff, by position and major responsibility, if not in place provide job description. How do you identify staff performance? Describe your goals and approach to staff development and training.

4.3 Provide a description of cross training of program regulation and functions within the CCS staff and the workforce center staff.

4.4 Describe how local operations will be supported by “corporate” office staff in terms of technology, performance review and analysis, policy, and communications.

4.5 Describe your proposed transition plan. Include actions to be taken by you and the current contractor to ensure a smooth transition of services. *Note: Does not apply to the incumbent contractor.*

5. Financial Experience – 16 Points

5.1 Describe your fiscal management system (or proposed system), to include a description of the accounting system, audit and audit resolution, budget and cash management, financial reporting, property management and procurement.

5.2 Describe how your organization tracks encumbrances and expenditures.

5.3 Describe your method for performing self-monitoring for fiscal integrity, accuracy, performance, and compliance.

5.4 Describe your experience and plan for managing multiple budgets and fund codes, reviewing billing documents, and paying providers and subcontractors.

5.5 Describe how the organization disburses payments to providers. Include, at a minimum, your process for creating payments through TWIST, disbursing payments and how special reimbursements and emergency payments are handled and in what length of time. *Note: TWIST is currently scheduled to be replaced with TX3C in July 2024.*

5.6 Describe how you ensure child care funds are fully expended but allocation amounts are not exceeded.

5.7 Describe your experience using large, complex automated computer systems such as TWIST and other systems such as Workflow 2 and others. Specify the types of computer hardware and software.

5.8 Describe how your organization will pay disallowed costs, should such costs occur.

5.9 Provide a copy of your cost allocation plan detailing how your organization's costs are shared from multiple funding sources.

5.10 Explain how your cost allocation plan methodology will be applied in distributing costs among fund sources under this contract.

5.11 Provide Audits for the last two years. If the proposer is a not-for-profit organization [501(c)(3)], include a copy of the organization's IRS Form 990 for each of the past two years.

5.12 Provide as an attachment the fiscal first and final TWC and Workforce Board completed monitoring reports within the last 3 years for all CCS contracts. Fiscal monitoring issues should be cited and how and if they were resolved should be noted in the final reports.

6. Budget/Cost Reasonableness – 20 Points

6.1 Complete the attached budget sheets (see Attachment C).

6.2 Should your proposal be selected for consideration this budget will be the basis for negotiating the contract budget. The proposed budget must include all costs associated with annual (12 month) staffing, operations, management, quality assurance, indirect costs and profit, if applicable.

A. Line-item budget

Complete an Operating Budget using the forms provided. This should include any costs anticipated for the transition period. (transition dates are based on the finalization of the contract). Include a budget narrative that describes/explains how costs were calculated.

B. Budget Backup: Personnel Salaries

Use the form provided to account for all staff included in this proposal. Each position must be detailed on a separate line.

C. Budget Backup: Personnel Fringe

Use the form provided to detail the fringe benefit costs for each proposed position. The positions shown on this form will need to correspond to those listed in the personnel salaries detail.

D. Budget Backup: All Other Line Items

In addition to the forms required above, Proposers must provide additional backup to justify the costs proposed and the amount budgeted for all other line items in the proposed budget. Proposers are expected to be clear and thorough in documenting costs in all line items in the budget. Although a specific format for budget backup is not prescribed, the documentation should follow the order of the line-items in the budget. The backup should provide a level of detail sufficient to justify the proposed expenditure and show how the budgeted amount was developed.

A complete explanation and documentation of “overhead costs” and what costs make up overhead costs will be required. Any costs for staff that are not housed at the board facilities should be considered overhead costs.

The proposal must identify all direct and indirect personnel costs. If these costs are paid from other non-federal sources the costs should be identified as potential stand in costs.

Any expense for staff and related costs that are not housed in Board facilities will be coded as Indirect or Management Fees and must be reflected accordingly in the budget, to include any payroll related costs which should be broken out in the detailed explanation of your proposed budget.

E. Budgeting Considerations

The Board provides the following to the CCS program staff: office space, facilities, office equipment, some marketing and advertising, telecommunications, computer equipment software, IT and website maintenance.

1. Administrative Costs

Administrative costs are defined as those costs not related to the direct provision of services to participants. For purposes of this RFP, the Board is using the WIOA definition of administrative costs. Under this definition, these costs may be both personnel and non-personnel in nature, and include the following:

- a. Performing the functions of accounting, budgeting, financial and cash management, procurement and purchasing, property management, personnel management, payroll, coordinating the resolution of audit and investigative findings, auditing, legal services, and developing systems and procedures for carrying out these functions.
- b. Performing monitoring and oversight specifically related to administrative functions.
- c. Costs of goods and services required for administrative functions.
- d. Travel costs incurred in carrying out administrative functions.
- e. Costs of information systems specifically related to administrative functions.

2. Equipment

Proposers are advised that any budgeted equipment will be and will remain the property of the Board. Equipment purchases must be made following Chapter 14 of the TWC Financial Manual for Grants and Contracts (FMGC): Procurement.

Successful Proposers will be required to report equipment purchased to the Board when they are made. An inventory of all equipment will also be required at contract closeout. Following closeout, a final determination will be made by the Board whether equipment must be returned or may remain with the contractor for continued use. All computer equipment and software purchases will require advance approval of the Board Information Technology Department to ensure that proposed equipment meets the Board's technology standards.

3. Indirect Costs/Management Fees

All overhead costs corporate and local shall be allocated to the benefitting cost objectives (programs, cost categories, budget line items, etc.) using a direct charge method in lieu of an indirect cost rate. The amounts and allocation methods of all overhead, corporate, direct services, and any other costs directly or indirectly benefitting this project shall be documented in the FMGC rules and regulations on compliant cost allocation plan. Indirect is only available to non-profit, educational and governmental entities. If indirect costs are to be applied to this contract, attach a copy of your indirect cost plan and/or cognizant agency letter conferring an indirect cost rate. Management fees are only available to "for-profit" entities; and are limited to 12% of the operational budget.

4. Profit

Private for-profit proposers may budget up to 8% of total personnel and operations expenditures in profit. Direct Client expenditures will not be included in the base for profit. Profit payments will be based on the attainment of contracted performance and other benchmarks negotiated.

Profit or performance bonus may not exceed eight (8) percent. The use of an indirect cost rate as the basis to allocate costs will not be allowed. All costs must be identified and direct charged to each cost objective in direct proportion to the benefits received by that cost objective.

F. Benefits

The Proposer must provide cost and coverage information on personnel benefits and must provide the same information on any additional menu of benefits which employees may choose to purchase through payroll deduction. Finally, the Proposer should provide cost and coverage information on other optional benefits they propose to offer to employees.

Funded Benefits must include:

- Group Health Insurance meeting state and federal regulations governing such plans;
- Group Term Life Insurance;
- Retirement Savings Plan meeting federal regulations governing such plans.

Proposers may offer additional benefits either at no cost or for employee purchase to include:

- Children or Family Options on Health, Dental Insurance;
- Group Dental Plan Insurance;
- Vision Plan;
- Short Term Disability Insurance;
- Group Long Term Disability Insurance;
- Consolidated Omnibus Reconsolidation Act (COBRA) plan;
- Long Term Care Insurance;
- Family Care/Employee Assistance Program;
- 125 (Cafeteria) Plan;
- 401(k) Plan;
- Accidental Death and Dismemberment Insurance;
- Credit Union;
- Education/Tuition Reimbursement;
- Other – please describe.

7. Value Added – 2 Points

Describe any value-added tools, processes or resources that are above and beyond what is basically required to operate the childcare centers. Provide a budget and narrative to fully explain the added value that is proposed.

8. Historically Underutilized Business – 5 Points

A "Historically Underutilized Business" (HUB) is an entity with its principal place of business in Texas, that is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman residing in Texas with a proportionate interest and active participation in the control, operations and management of entity's affairs.

Five bonus points will be awarded to responsive proposals submitted by a HUB certified by the Texas Comptroller of Public Accounts, or other bona fide certifying agency. HUBs must identify their certifying agency on the cover sheet and attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that are expired or do not meet the criteria specified shall not be considered for the five points.

Attachment C

Budget forms are available as Excel spreadsheet files. Budget forms include:

1. Summary Budget Form
2. CCS Salary Detail Schedule
3. CCS Other Costs

Attachment D

Budget Narrative

Provide narrative describing/explaining Budget line-item costs on and how each was calculated.

Attachment E

ADMINISTRATIVE MANAGEMENT SURVEY

Proposing organization:

Please answer the following questions regarding your administrative management system. Additional information may be requested at the time of a pre-award survey, including copies of documents specifically named.

Question	Yes	No	N/A
1. Does your organization have current Articles of Incorporation?			
2. Does your organization have written personnel policies?			
3. Do your written personnel policies contain procedures for: a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills; b. Providing equitable and adequate compensation; c. Training of employees to assure high-quality performance; d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance; e. Assuring fair treatment of proposers and employers in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?			
4. If your organization does not have the procedures noted above, could your personnel policies be revised expeditiously to include these procedures?			
5. Do your written personnel policies contain a prohibition against nepotism?			
6. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?			
7. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and/or per diem at a specified rate?			
8. Does your organization have a written employee grievance			

procedure used to resolve complaints?			
9. Does your organization have the capacity or staff to produce and maintain records on project participants and/or other customers as well as other management information that may be needed?			
10. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to the WSST?			
11. Does your organization have a State Comptroller Vendor Number?			
12. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council?			
13. Does your organization operate under local rules or by-laws?			
14. Has your Board/Council reviewed and approved this proposal for submission?			
15. Does your organization have a current approved fidelity bond?			
16. Does your organization have an EEO/affirmative action plan?			
17. Does your organization have a complaint or grievance process for customers?			
18. Does your organization have written policies & procedures pertaining to cybersecurity?			
19. Does your organization have written policies & procedures pertaining to mobile device management?			

Name of Organization

Typed/Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Attachment F
FINANCIAL SYSTEMS SURVEY

Proposing organization:

Please answer the following questions regarding your fiscal management system. Additional information may be requested at the time of a pre-award survey, including copies of the documents specifically named.

Question	Yes	No	N/A
Does your organization follow GAAP?			
1. Does your accounting system: <ul style="list-style-type: none"> a. Provide control and accountability for funds received, property, and other assets; b. Provide identification of receipt and expenditures of funds separately for each funding source; c. Provide adequate information to prepare monthly financial reports on an accrual basis; d. Have the capability to track allow ability and allocation of costs in accordance with requirements for federal grant programs; 			
2. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?			
3. Has the bank in which you deposit state and federal funds insured the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period?			
4. Do you reconcile your bank accounts monthly?			
5. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits and disbursement transactions?			
6. Do you record daily cash receipts and disbursement transactions?			
7. Are individuals or positions in your organization, which handle the receipt or distribution of money covered by bond? <ul style="list-style-type: none"> a. Is there a person who is responsible for the receipt of all purchased goods? b. Does this person assign, upon receipt, an inventory number for items? c. Does this person perform an inventory audit at least once a year? 			

8. Do you maintain records on all property acquisition, disposition, and transfer			
9. Do you have written procedures and internal controls established for the procurement of goods and services?			
Question	Yes	No	N/A
10. Is a competitive bidding process incorporated into your purchasing procedures for acquisition of subcontractors, major goods and services, equipment, and office space?			
11. Are timesheets kept to support payroll disbursement? If not, describe how employee time is documented and payroll supported:			
12. Are records maintained to support authorized employee leave (vacation, sick, etc.)?			
13. Are complete records kept to support travel payments?			
14. Has a formal audit by an outside auditing firm been conducted of your organization's financial record in the past year?			
15. Do you have an indirect cost plan with current approval by a cognizant agency?			
16. Is your organization funded by more than one source?			

Name of Organization

Typed/Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Attachment G

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(Before completing certification, read the attached instructions which are an integral part of the certification.)

The prospective recipient of Federal assistance funds certifies, by submission of this quote, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this quote.

Name of Applicant Organization: _____

Print Name of Authorized Signatory: _____

Print Title of Authorized Signatory: _____

Signature of Authorized Signatory

Date

Instructions for Certification

1. By signing and submitting this quote, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this quote is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, quote, and voluntarily

excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this quote is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this quote that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this quote that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Attachment H
CERTIFICATION REGARDING
LOBBYING CERTIFICATION FOR CONTRACTS,
GRANTS, LOANS AND COOPERATIVE AGREEMENT

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

- (1) No Federally appropriated funds have been paid or will be paid by, or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an 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 any Federal loan, the entering into of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant loan or cooperative agreement.
- (2) If any funds other than Federally appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the 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.
- (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 subcontracts, 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 made or entered into. 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.

Print Name of Applicant Organization: _____

Print Name of Authorized Signatory: _____

Print Title of Authorized Signatory: _____

Signature: _____ Date: _____

Attachment I

CERTIFICATION REGARDING CONFLICT OF INTEREST

By signature of this quote, Proposer covenants and affirms that:

- (1) No manager, employee or paid consultant of the Proposer is a member of the Policy Board, the Executive Director, or an employee of Region 12 Education Service Center;
- (2) No manager or paid consultant of the Proposer is married to a member of the Policy Board, the Executive Director, or an employee of Region 12 Education Service Center;
- (3) no member of the Policy Board, the Executive Director or employee of Region 12 Education Service Center owns or controls more than a 10 percent interest in the Proposer;
- (4) No spouse or member of the Policy Board, Executive Director or employee of Region 12 Education Service Center is a manager or paid consultant of the Proposer;
- (5) no member of the Policy Board, the Executive Director or employee of Region 12 Education Service Center receives compensation from Proposer for lobbying activities as defined in Chapter 305 of the Texas Government Code;
- (6) Proposer has disclosed within the Quote any interest, fact or circumstance, which does or may present a potential conflict of interest;
- (7) should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Region12 Education Service Center and shall immediately refund to Region 12 Education Service Center any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by Region 12 Education Service Center relating to that contract.

Disclosure of Potential Conflict of Interest:

Name of Applicant Organization: _____

Name of Authorized Signatory: _____

Title of Authorized Signatory: _____

Signature: _____ Date: _____

Attachment J
ASSURANCES AND CERTIFICATIONS

Applicant warrants and assures:

The information contained in this quote is true and correct.

The costs described in the budget accurately reflect the cost of providing services.

No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a quote under this Request for Quotes has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Heart of Texas Workforce Development Board. or any employee of the Heart of Texas Workforce Development Board for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's quote or any other quote.

No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a quote under this Request for Quotes has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Quotes.

The organization or individual possesses the legal authority to offer this quote.

If the applicant is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the submission of this quote.

No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Quotes because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the Heart of Texas Workforce Development Board (HOTWDB) may utilize information provided outside of this request in evaluating this quote.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the quote at the request of the HOTWDB prior to execution of a contract.

We understand and agree that the HOTWDB has the right to reject any and all quotes and negotiate outside of the terms of this quote.

We understand and agree that the HOTWDB is not required to select the lowest cost quote.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this quote may be justification for rejection of the quote.

Applicant will abide by the rules of the laws, acts, codes, etc. and all applicable rules and regulations promulgated there under, as a condition to award of contract from the Heart of Texas Workforce Development Board with respect to operation of programs or activities and all agreements or arrangements to carry out Board funded programs or activities.

By signing I acknowledge that I agree to these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this quote be accepted for funding.

Signature Proposing Organization

Typed Name and Title Date

Attachment K
CERTIFICATION REGARDING TEXAS CORPORATE
FRANCHISE TAX

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontract for the subcontracting entity.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

The subcontracting entity is a for-profit corporation and certifies that is not delinquent in its franchise tax payments to the State of Texas.

The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Name of Applicant/Organization

Name and Title of Authorized Representative

Signature of Authorized Representative/ Date

Attachment L

**CERTIFICATION OF PROPOSER
NON-DISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS**

I acknowledge that I have read and understand the following nondiscrimination and equal opportunity provisions Section 188 of the Workforce Innovation and Opportunity Act (WIOA) signed on July 22, 2014, and will comply with applicable local, state and federal regulations and directives implementing these provisions as they apply to programs and activities under the WIOA.

“As a condition to the award of financial assistance from the Department of Labor, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.”

I _____ , certify that I am the _____

(Typed Name)

(Typed Title)

of the corporation, partnership, organization, or other entity named as Respondent herein and that I am authorized to sign this quote and submit it to the Heart of Texas Workforce Development Board, Inc. on behalf of said organization by authority of its governing body.

(Signature)

(Address)

(Phone)

Attachment M

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS**

- A. The grantee certifies that it will continue to provide a drug-free workplace by:
- i. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.
 - ii. Establishing an ongoing drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The grantee’s policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - iii. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - iv. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of this statement;
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statue occurring in the workplace no later than five (5) calendar days after such conviction.
 - v. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
 - vi. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted
 - 1. 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
 - 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
 - vii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Place of Performance:
Are there workplaces on file that are not identified here? Yes No N/A

Print Name of Application Organization: _____

Print Name and Title of Authorized Signatory: _____

Signature: _____ Date: _____

Attachment N
CERTIFICATION OF PROPOSER

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided and the administrative, management and financial systems of this organization. I certify that no employee of the Heart of Texas Workforce Development Board, Inc. has assisted in the preparation of this proposal.

I acknowledge that I have read and understand the requirements and provisions of the RFP and that the organization will comply with applicable local, state and federal regulations and directives in the implementation of the program. I also certify that I have read and understand the Governing Provisions and Limitations section presented in this RFP and will comply with the terms.

This proposal is a firm offer for a minimum of 90 days.

I _____, certify that I am the

(Typed Name)

(Typed Title)

of the corporation, partnership, organization, or other entity named as Respondent herein and that I am authorized to sign this proposal and submit it to the Heart of Texas Workforce Development Board, Inc. on behalf of said organization by authority of its governing body.

(Signature)

(Address)

(Phone)