

REQUEST FOR PROPOSALS

Issued by



For

MANAGEMENT OF DIRECT CHILD CARE SERVICES SYSTEM

RFP 25-02

Issue Date: February 18, 2025, 2:00 pm Central Time

Pre-Proposal Conference: February 24, 2025, 10:00 am Central Time

Applications Due: March 17, 2025, 4pm Central Time

Proposal Due: April 28, 2025, 4:00 pm Central Time

Proposals to be submitted to the Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions)
Procurement is open and subject to the availability of funds.

A proud partner of the  network

Workforce Solutions is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. Telephone access is available by dialing 711 or you can also call 512.936.0342; (TDD): 1.800.735.2989, Voice 1.800.735.2988.

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.

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**Request for Proposals for
Management of Direct Child Care Services System
RFP 25-02**

INTRODUCTION

The Coastal Bend Workforce Development Board d.b.a. Workforce Solutions Coastal Bend (WFSCB) appreciates your interest in providing services to the Coastal Bend Region. This Request for Proposal (RFP) incorporates the information necessary for eligible entities to submit a responsive proposal. Throughout this document you will note [blue, underlined](#) text which represents links to supporting documentation and/or referenced information that will increase the potential for a successful proposal. To facilitate the development of proposals, entities will have the opportunity to attend a pre-proposal conference to ask questions regarding the RFP and its process. Additional questions can be asked during the predetermined question and answer period addressed in the procurement schedule.

Background

WFSCB is a non-profit, tax-exempt organization that oversees workforce development programs in the eleven (11) county Coastal Bend Workforce Development Area (WDA). These programs serve employers and job seekers in an effort to match job seeker skills with employer's hiring needs. WFSCB's total operating budget is approximately \$46,000,000.

The WFSCB Board of Directors is comprised of thirty-five (35) volunteer members, the majority of which represent private sector businesses in the region. The balance of the membership is composed of representatives of educational agencies, literacy organizations, organized labor, rehabilitation services, community-based organizations, economic development agencies, the state human service agencies, and the public employment service. WFSCB is responsible for the planning, evaluation, and oversight of workforce development programs in the region. WFSCB primarily receives funding from the United States Department of Labor (DOL) through the Texas Workforce Commission (TWC).

Mission

At WFSCB we invest in our regional economic success through access to jobs, training, and employer services. To accomplish this mission WFSCB has adopted the following strategies:

- Collaborate with industry, education, economic development and labor to develop a comprehensive regional workforce strategic plan;
- Develop a trainable and available workforce;
- Provide workforce-relevant educational and training opportunities for youth.

WFSCB has determined that the best way to serve job seekers is to provide employer-driven workforce development services. These services focus on employers' need for a knowledgeable, skillful workforce to help business become productive and competitive both locally and in the global market. Job seekers benefit from this perspective as more employment opportunities become available to job seekers through business success and growth resulting in increased employer participation in the workforce system and increase employment opportunities for job seekers.

Value Statements

Accountability

We address our customers and co-workers in a positive manner that elevates their spirit and creates a professional, supportive workplace for staff, job seekers, and employers.

Teamwork

We combine our individual talents for the benefit of the mission and common goals leveraging our unique abilities and contributions.

Trust

We consistently deliver on our commitments to our customers and co-workers to establish strong, sustainable relationships.

Integrity

We are honest, supportive, candid in addressing difficult issues, and willing to share success to demonstrate respect and consideration for our customers and co-workers.

Tenacity

We resist giving up when the going gets tough and support our customers and co-workers in seeing that issues are resolved, and the job gets done.

Understanding

We are serious and passionate about delivering our services with compassion and empathy.

Dignity

We interact with customers and co-workers professionally regardless of their backgrounds, experience, and circumstances to reflect our commitment as public servants.

Enthusiasm

We recognize the importance and value of our work and know that every day we have the opportunity to help build the economic success of our regional economy.

Goals

Goal 1 – Establish and strengthen partnerships

Strategies:

- Assess & Leverage Relationships and Identify Gaps in Services
- Cultivate One-on-One Relationships with Strategic Partners and Businesses
- Provide Seamless Information Pipeline Between Career Center Service Professionals
- Track of Key Community Relationships
- Expand Organizational Relationships to Support Special Initiatives

Goal 2 – Effectively/Efficiently Target Rural Area Services

Strategies:

- Ensure Service Delivery meets Rural needs/demands
- Actively Promote Services
- Increase Visibility of Workforce Team in Rural Areas
- Link Board Professionals with Career Center Service Professionals in Rural Area

Goal 3 – Increased Workforce Awareness

Strategies:

- Gain Visibility for Workforce Activities
- Educate Key Workforce Audiences using Outreach Tools and Collaterals
- Leverage Resources to Maximize Value

Goal 4 – Expand Innovative Services to Business

Strategies:

- Provide High-Quality, Skills Appropriate Training to meet Employer Needs
- Identify Job Seekers Requiring Additional Services and Support to Obtain Employment

Goal 5 – Explore New Revenue Opportunities

Strategies:

- Diversify New Income Sources
- Leverage Existing Funding

Goal 6 – Improve Internal Operational Efficiencies

Strategies:

- Minimize Organizational Bureaucracy
- Demonstrate Professional Quality System-Wide
- Ensure Efficient and Effective Use of Resources
- Strengthen Relationship with Appointed Board
- Provide Employees with Secure, Consistent Access to information
- Streamline Communications with Customers

Goal 7 – Refine Board Culture

Strategies:

- Increase Awareness of Professional Resources
- Engage Appointed Board of Directors
- Demonstrate Professionalism

SCOPE OF RFP

WFSCB is soliciting proposals for Management of Direct Child Care Services System for up to four (4) years. WFSCB is seeking a contractor to manage its Direct Child Care Services (CCS) Program who employs a “client-centered” approach to deliver services and who places emphasis and attention on the child care customer. The contractor will design a program service delivery system that provides direct child care services to eligible families in the Coastal Bend WDA using a Case Management Service Delivery Model, although the contractor may design and implement within the scope of guidelines and policy; WFSCB’s expectation is that each family is assigned a specific case manager to handle their navigation through the eligibility process and the same or another designated staff person for follow-up activities. At all points during the eligibility and case management process, families will have a specific case worker assigned to be their advocate to ensure the quality of customer service.

Historically WFSCB has performed quality services at the Board level. Now that all workforce providers must be or become Texas Rising Star (TRS) designated, WFSCB may transition quality services to the contractor. Proposals should include quality improvement activities for child care providers. 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/or quality improvement activities as funds become available

Contractor will participate in the on-going development and implementation of WFSCB’s paperless document and record keeping activities.

Management of services will include the following elements:

Child Care Services (CCS) Program

The CCS Program is a vital part of workforce services by assisting eligible families to work or increase their educational abilities and provide employers with a stable workforce. Studies show that problems can lead to increased employee tardiness and absenteeism, higher turnover rates, and high recruiting and training costs. The CCS Program helps to mitigate these obstacles to our area's workforce. WFSCB realizes that child care is a primary support service that parents may need in order to work or increase skills and opportunity by attending school or participating in job training.

The contractor will determine eligibility and support care for at-risk families who need child care to attain or maintain work, or to attend work-related skills development education or training. The contractor will also provide child care support services for other eligible participants such as: children determined eligible for care by the Department of Family and Protective Services (DFPS) Child Protective Services (CPS); referrals from Career Center contractor staff or Choices; Supplemental Nutrition and Assistance Program (SNAP); Transitional and when funding is available, Workforce Innovation and Opportunity Act (WIOA) programs.

The selected contractor will help educate and inform eligible families about the full range of child care providers and will determine eligibility, coordinate enrollment, monitor children's attendance, and process attendance and reimbursements for direct care. (WFSCB Fiscal staff will issue payments to providers.) The contractor will also be responsible for recruiting providers and entering into a Workforce Provider Agreement for reimbursements (repayment agreements).

The contractor must possess knowledge of the Child Care Program and its performance requirements. There must be written procedures for maintaining program requirements and attainment of program and local performance measures. The contractor must closely coordinate with WFSCB for successful attainment of state and local performance goals while maintaining the highest quality of service possible to the customers of the Coastal Bend WDA . The contractor will be a partner who will work energetically and cooperatively with WFSCB staff.

CCS Program Contractor Responsibilities

- A. Management of funds to maximize service units and meet all monthly performance targets.
 - 1. Based upon the direct child care allocations and local match funds, plan and maintain a current Child Care Forecasting Profile.
 - 2. Manage enrollment based upon multiple factors.
 - 3. Meet monthly performance enrollment target(s).
 - 4. Meet expenditure benchmarks to avoid under or over expenditure in various funding streams.
 - 5. Ensure timely and accurate data entry.
 - 6. Meet regularly with WFSCB Career Center contractor to coordinate delivery of services assistance at the career centers.
 - 7. Manage a Waitlist when fully enrolled.
 - 8. Actively outreach eligible parents to maintain a waitlist backlog sufficient to feed program performance goals.
 - 9. Maintain and support provider agreements (manages provider agreements).
 - 10. Manage, maintain, and notify WFSCB staff of all recoupments of overpayments.

- B. Pursuant to guidance from WFSCB staff, and in accordance with TWC Commissioner-approved policies, the contractor will abide by and adhere to the Chapter 809 Child Care Services rules, Subchapter C. Eligibility for Child Care Services, regarding intake, eligibility, and ongoing management of services for parents and self-arranged providers applying for child care services.
 - 1. Determine and document customer eligibility for child care services.
 - 2. Determine and document eligibility for self-arranged child care providers.

3. Comply with all state and federal eligibility rules in the determination and verification of customer and provider eligibility for child care services.
 4. Perform intake services in a customer friendly environment that includes walk-in interviews, by phone, fax, and on-site Center appointments.
- C. Resource for low-income families that promote self-sufficiency through activities such as higher wages, training, or education that will enable them to become self-sufficient.
1. Establish systems to ensure referrals to other WFSCB Career Center services to assist in seeking better wages, training, or education.
 2. Document and track referrals for services to other WFSCB Career Center contractors.
- D. Provide resources for consumer education information.
1. Provide families with an identifiable source of child care information and assistance.
 2. Promote parental choice and informed decision-making through consumer education materials, orientation, and consumer educational packet for parents and providers.
- E. Provide local communities a focal point for the coordination of services to families and children.
1. Collaborate with community partners in identifying resources needed to support economic development.
 2. Coordinate with the state and local workforce training programs, community agencies, 2-11, WFSCB Career Centers, and with local staff of Children's Protective Services of the Texas DFPS to ensure that child care services are provided to eligible individuals.
 3. Refer customers to other appropriate services.
 4. Provide community partners with opportunities to access customers.
- F. 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.
1. Enhance the quality of care for all families, including those who receive no direct assistance under CCDF.
 2. Administer the Texas Rising Star Quality Rating and Improvement system, which includes coordinating an approved plan of quality improvement activities.
 3. Improve the quality of, and coordination among, early learning programs.
- G. Child Care Quality (\$636,286 must be spent on mentors for TRS). In addition, 2% and 4% of allocation must be spent on allowable quality improvement. Amounts and percentages are subject to change as approved each year; WFSCB manages these funds but may request information from the contractor on TRS Provider characteristics and demographics. WFSCB may also request TRS involvement and participation in TRS related annual events.
- H. 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.
- I. WFSCB does not require the current CCS operator to secure the matching funds at this time. WFSCB 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.

WORKFORCE DEVELOPMENT AREA

Career Centers & Counties Served

The selected contractor will provide child care services for eligible families across the eleven (11) county WDA. Currently all Child Care staff are located at the Mission Career Center. Applications from families in our outlying counties are submitted via

fax and phone. Families may use the fax services and phone services available in our outlying Career Centers and satellite offices. The Respondent for these services will propose the best placement of child care staff to implement Child Care program services.

	Career Center	Location	Counties Served
1	Alice	Coastal Bend College 704 Coyote Rd	Duvall & Jim Wells
2	Beeville	Coastal Bend College 3800 Charco Rd.	Bee, Live Oak & Refugio
3	Corpus Chrisi	4981 Ayers Street	Nueces
4	Falfurrias	City of Falfurrias 120 W. Rice St.	Brooks
5	Kingsville	Coastal Bend College 1814 S. Brahma Blvd.	Brooks, Kenedy & Kleberg
6	Rockport	Goodwill Industries of South Texas 1326 Highway 35 North	Aransas
7	Sinton	Pirate Plaza Shopping Center 1113 E. Sinton Street	Aransas & San Patricio

Child Care Customer Service Levels by county, number of cases and number of clients served:

	County	Cases	Clients
1	Aransas	70	109
2	Bee	193	340
3	Brooks	14	23
4	Duvall	38	46
5	Jim Wells	182	242
6	Kenedy	1	1
7	Kleberg	168	226
8	Live Oak	43	27
9	Nueces	2693	1806
10	Refugio	6	6
11	San Patricio	262	186

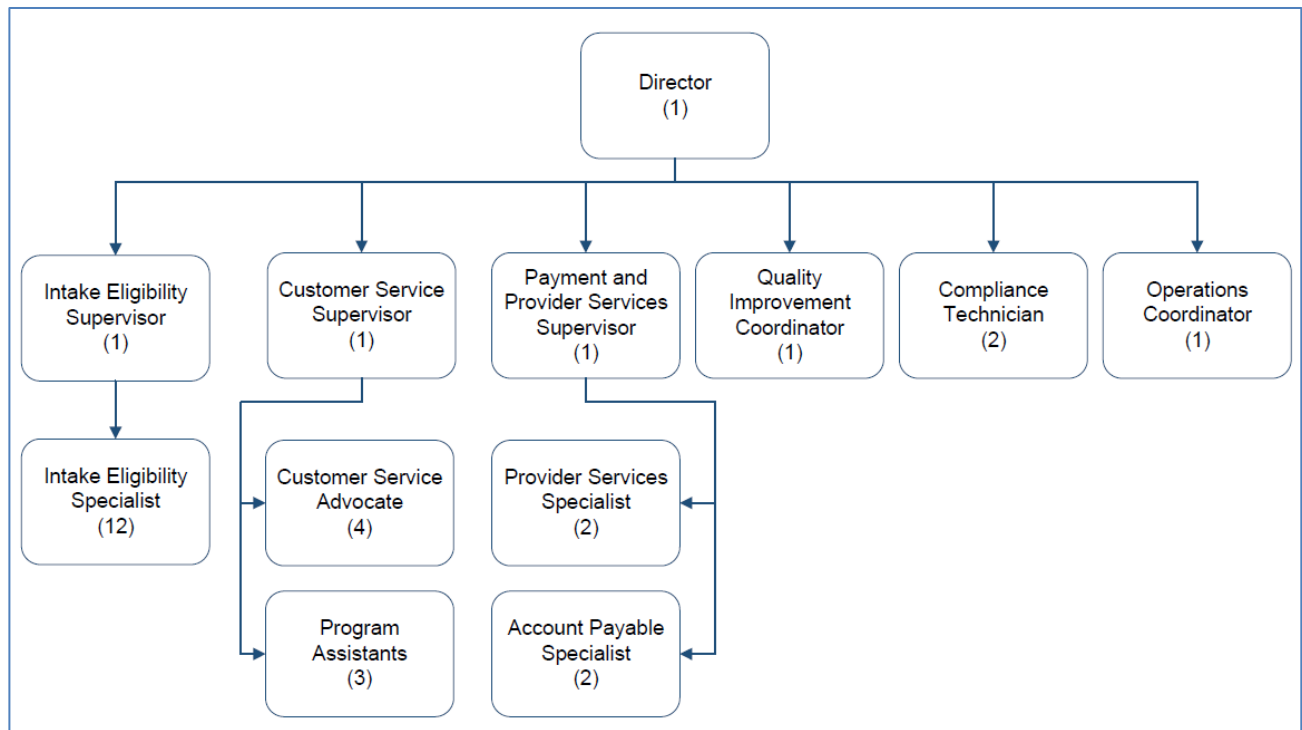
Note: This data represents the unduplicated count of cases and clients served from October 1, 2023 through September 30, 2024.

Performance Measures

The TWC’s monthly Child Care Services performance measure for WFSCB for BCY2025 is 3,312 average number of children in care per day.

Current Staffing

The current staffing for Direct Child Care Services is provided for reference and is not as a requirement.



Funding

Funding for all activities and services under this RFP may be provided under various state and federal funding sources. Funding is contingent on and subject to change based upon the allocation and receipt of such funds by WFSCB from the TWC. All funding obtained as a result of this solicitation shall be in accordance with the Texas Administrative Code, Fiscal Integrity Provisions, Title 40, Part 20, Chapter 802, Subchapter B, Rule 802.21

The actual amount of a contract award will be based on the proposed budgets, availability of funds, and the standards for the use of public funds (i.e. all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories). The proposal most responsive to this RFP and most advantageous to WFSCB in terms of quality and cost will be recommended for contract negotiations.

The table below presents the contractor funding levels for FY2025. This information will provide a basis for allocation levels.

Program	Estimated Funds
Child Care	\$20,009,319
Child Care Match	\$1,865,656
Child Care CCP	\$2,962,391
Total	\$24,837,366

Quality - TRS Mentor Employees = \$636,286, current staffing is nine FTE.

PROCUREMENT PROCESS

The selection of an entity to enter negotiations for the Management of Direct Child Care Services System for WFSCB consists of three phases:

1. Application Process:

Interested entities may submit an application for qualification as a provider of the management of child care services (referred to Applicant). The application will include the organization's history, experience, performance and fiscal integrity, and a narrative. Applications will be scored by an evaluation team using a standardized instrument. Applicants with a score of 75 points and above "pass" the application phase and will be eligible to submit a proposal. The information provided in the application will also be used as a reference by evaluators to gauge demonstrated effectiveness in the proposal evaluation process.

2. Proposal Process:

Qualifying Applicants will be invited to submit a proposal for the Management of Direct Child Care Services System ("Respondent"). The proposal will address WFSCB goals, child care services, management of processes and outcomes, intake, eligibility and ongoing management of services for parents and self-arranged providers applying for child care services, referrals, consumer education, coordination of services, quality of services, continuous improvement, managing data systems and budgets. Proposals will be reviewed and scored by an independent review team. An independent review team report will be presented to WFSCB's Executive/Finance Committee, Board of Directors, and CEO (Chief Elected Officials) Council. WFSCB reserves the right to have a best and final offer with the top two Respondents. The results of the best and final offer, if needed, will be forwarded to the Board of Directors with a committee recommendation of selection for contract negotiations. Should those negotiations fail the next highest scoring Respondent will be invited to negotiate a contract.

3. Pre-Award Review of the Selected Entity and Successful Contract Negotiations:

A pre-award review will be conducted by WFSCB staff and/or a contracted representative to determine the program and fiscal integrity of the entity and to verify proposal and application elements. Negotiations will be scheduled in Corpus Christi, Texas. Successful negotiations will result in a contract between WFSCB and the entity. Contract start date will be October 1, 2025.

Within sixty (60) days of the completion of contract negotiations the selected entity will provide WFSCB with an operational plan that addresses child care services management and operation and the achievement of WFSCB goals.

Respondents not selected for contract consideration may request a debriefing as described in the Debriefing and Appeal Process section of this RFP.

SCORING CRITERIA

Application Scoring Criteria:

Financial Capacity 40 points –

Includes sound organizational structure, available resources, including financial capacity to work without cash advances; ability to pay disallowed costs from non-federal funds; administrative and fiscal accountability; cost allocation and indirect cost policies and procedures; audit issues; pending litigation; claims on insurance; status of question costs.

Management Capacity and Demonstrated Effectiveness 60 points –

Includes management and organizational history; organization chart; child care system management experience; and staff

qualifications.

Provides evidence of successful performance in managing comprehensive child care services activities and the ability to meet or exceed contracted (TWC) performance targets as presented in the Applicant's most recent contractual agreements; attaining financial benchmarks in previous contracts; listing of historical and current contracts and status of each contract; compliance with program requirements as well as local, state and federal policies and regulations 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.

Applications must receive an average rating of at least 75 points from the evaluation team to be considered eligible to submit a proposal. Applicants will be notified of the status of their application no later than March 31, 2025.

Proposal Scoring Criteria:

Proposed Management of Direct Child Care Services System 40 points -

Proposals will be evaluated to identify the organization's use of a "client centered" approach to deliver services with an emphasis and attention on the child care customer. Respondent must be familiar with and demonstrate an understanding of the "Case Management" service delivery model; design and implement a "Case Management" service delivery model into the Direct Child Care Services Program; integration of WFSCB's vision, mission, philosophy, goals and objectives into the Child Care Services Management System; Respondent will explain their design and approach for organizing and staffing the Child Care Services Management System; and continuous process improvement.

Case Management Service Delivery Model

The selected contractor will deliver direct child care services using a case management service delivery model. Although the contractor may design and implement within the scope of guidelines and policy; WFSCB's expectation is that each family is assigned a specific case manager to handle their navigation through the eligibility process and the same or another designated staff person for follow-up activities. At all points during the eligibility and case management process families will have a specific case worker assigned to be their advocate to ensure the quality of customer service.

Contractor will participate in the on-going development and implementation of the WFSCB's paperless document and record keeping activities.

Program Operations and Service Delivery 30 points -

Strategies for delivering the requested programs and services; description of all program components, processes and outcomes; proposed outreach strategies and outcomes for all customers; creative and innovative strategies for improving quality and delivery of program services.

Budget / Cost 30 points* -

Evaluation of proposed costs in terms of relevance to requested services; customer need; cost reasonableness; and budget management; auditable in-kind/cash contributions; allowability; explain how costs are allocated; and accountability and comparison of costs to other proposals; clear budget narrative explaining and justifying all costs; cost allocation plan and error free budget.

**Note: The proposal budget will be required to delineate all costs that are for other staff that are not cost allocated or not located in the centers operated by WFSCB and paid by other funds. All management and oversight costs must be separate from operational costs and the methodology for allocating those costs based on funding, for example, a percentage of a base or indirect base.*

Historically Underutilized Businesses (HUBs) - 5 points

To receive the 5 points, proof of certification from the appropriate state agency must be included as Form 2 to the Application.

PROCUREMENT SCHEDULE

RFP Issue Date	February 18, 2025 @ 2:00 pm
Pre-Proposal Conference	February 24, 2025 @ 10:00 am
Question Period Begins	February 18, 2025
Question Period Ends	March 6, 2025 @ 5:00 pm
Q&A Document Posted	March 10, 2025 @ 5:00 pm
Applications Due	March 17, 2025 @ 4:00 pm
Projected Notice of Application Status	March 31, 2025
Proposals Due	April 28, 2025 @ 4:00 pm
Proposal Evaluation Period	April 29 - May 16, 2025
Projected WFSCB Governance Meetings	June 2025
Projected Notifications of Award/Non-Selection	June 2025 (after WFSCB Governance Meetings)

All times indicated above are Central and dates are subject to change. Interested parties shall be responsible for monitoring the WFSCB website at <https://www.workforcesolutionscb.org/about-us/procurement-opportunities/> for any updates pertaining to this solicitation. WFSCB will not be held responsible for any further communication beyond updating the website.

Pre-Proposal Conference

A Pre-Proposal Conference to explain or clarify this RFP and to answer other questions will be held at the administrative offices of WFSCB, 400 Mann Street, Suite 800, Corpus Christi, TX 78401 on the date and time stated in the schedule above. Attendance at this conference is not mandatory, but it is strongly recommended. Parties unable to attend in person may participate virtually from a computer, tablet, or smart phone via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/86756631496?pwd=RdlpEbsqAEWANbObATcVLgwEbSZWdr.1>

US Toll-Free: 888 475 4499

Meeting ID: 867 5663 1496

Passcode: 777808

The Pre-Proposal conference offers prospective Applicants the opportunity to obtain guidance on the scope and nature of the work required in this RFP or to ask other technical questions concerning this solicitation. All questions from the conference and corresponding answers will be included on the Q&A Document posted to the WFSCB website.

Question and Answer Period

WFSCB shall accept written, emailed and faxed questions during the period stated in the Procurement Schedule section of this RFP. Questions will not be accepted after the deadline. All questions and answers will be posted in a Q&A Document on the Procurement Opportunities page of the WFSCB website at <https://www.workforcesolutionscb.org/about-us/procurement-opportunities/>. Questions should be addressed to:

Workforce Solutions Coastal Bend
Attn: Nelda Rios, Contracts and Procurements Specialist
400 Mann Street, Suite 800
Corpus Christi, TX 78401
Email: Nelda.Rios@workforcesolutionscb.org
Fax: 361 855.3057

Other than written questions submitted to the designated individual, Applicant/Respondent, or any agent or representative of Applicant/Respondent shall not undertake any activities or actions to promote or advertise their qualifications or submissions to any staff member of WFSCB, WFSCB's Board of Directors, WFSCB's CEO Council or their respective staff persons, at any time between the date of release of the RFP and the date of award of a contract by WFSCB. This restriction extends to "thank you" letters, telephone calls, emails, text messages and any contact that results in the direct or indirect discussion of the RFP, application and/or proposal submitted by Applicant/Respondent. Violation of this provision by Applicant/Respondent or any agent of Applicant/Respondent may lead to disqualification from consideration.

GENERAL SUBMISSION INSTRUCTIONS

Applications must be received by 4:00 PM Central Time on March 17, 2025. Applicants should adhere to the guidance in the Application Instructions section of this RFP.

Proposals must be received by 4:00 PM Central Time on April 28, 2025. Applicants notified that their application has qualified, will be allowed to submit a proposal. Respondents should adhere to the guidance in the Proposal Instructions section of this RFP.

Faxed or late submissions will be ineligible and not accepted for consideration.

It is the responsibility of the Applicant/Respondent to ensure that their submission is received in WFSCB offices by the designated due date and time. WFSCB assumes no responsibility for delays caused by postage, mail courier deliveries, or any other form of delivery.

All submissions received by WFSCB will be acknowledged and recorded on a document receipt log.

Format and Preparation:

Submissions may be either in paper or electronic format. If submitting in paper format, the submission should consist of an original version with all forms requiring execution containing original wet signatures **and** an electronic version transmitted via e-mail to Nelda.Rios@workforcesolutionscb.org. If the file size is too large to transmit via email, Applicant/Respondent may email a link from which their submission can be downloaded by WFSCB staff. The electronic version must contain all required e-signatures. Any differences between the paper version and the electronic version are at the liability of the Applicant/Respondent. Failure to submit the items as stated under this section, and in the respective instruction sections, will be ruled unresponsive to the specifications and will not be considered under this procurement.

Submissions must contain all required attachments and materials in the order shown on the checklists and must adhere to the following format requirements:

Orientation: Portrait (for text). Special charts and diagrams may utilize landscape orientation for better display.

Size: Letter 8½ x 11-inch

Typed, single spaced, Font size not less than 11.

Page Numbering: all pages, except the cover page, must be sequentially numbered (including attachments) and unbound if submitting in paper.

QUALIFICATIONS

Eligibility

Businesses and organizations that currently provide or have previously provided child care management services are encouraged to respond to this RFP. Organizations possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with WFSCB may respond to this RFP. Eligible organizations include but are not limited to private businesses, private-for-profit corporations, business organizations, public entities, community-based organizations, faith-based organizations, non-profit organizations, and other qualified providers.

WFSCB is prohibited from awarding a contract to a party excluded from federal procurement or non-procurement programs by the U.S. General Services Administration.

Minority, disadvantaged and women-owned businesses that are certified as Historically Underutilized Businesses by the Texas Comptroller of Public Accounts are encouraged to respond to this RFP.

Contractor Competency

Eligible entities shall have a working knowledge and experience with all applicable laws, rules, regulations, standards, policies, and plans pertaining to the programs and services solicited by this RFP. Information regarding WIOA may be found through the DOL website at <https://www.dol.gov/agencies/eta/wioa> and childcare information through the U.S. Department of Health & Human Services at <https://www.hhs.gov/>. Information on other programs, laws, rules, regulations and policies can be found through the TWC website at <https://www.twc.texas.gov/>. A copy of WFSCB's Strategic Business Plan may be obtained by clicking on this link: [WFSCB Strategic Business Plan](#).

The selected contractor is responsible for having the technical, managerial, and administrative competencies and capabilities in all areas necessary to ensure programmatic and fiscal management systems are implemented effectively and efficiently to meet and/or exceed all applicable performance outcomes of the programs under this RFP. The selected contractor shall be responsible for having the financial resources and stability to meet high standards of public service and fiduciary responsibility.

The contractor will be required to assume full responsibility, including all risks and hazards, for all activities and services in the contract. At least 10% of the funds of the potential contract must be protected through bonds, insurance, escrow accounts, cash on deposit, or other methods to secure the funds consistent with the rule. Such funds should be separate from funds already secured for current contracts and/or other potential contracts.

Liaison

Each Applicant/Respondent must designate a responsible person within their organization who is familiar with the capabilities of the proposing organization, knowledgeable of the response and have the authority to negotiate contractual terms and conditions on behalf of the proposing organization.

Organizational Structure

Entities must have an established organization and structure in place before submitting an application. Entities may be a joint venture option (i.e. partnership or consortium), where two or more entities submit a joint proposal. A lead agency, which is the prime contractor and fiscal agent, for contracting, financial management, and assumption of overall liability, must be identified. The commitments, roles and responsibilities of all parties must be established in advance and specified in a written and executed agreement, which must be included in the response to this RFP. WFSCB reserves the right to have such written agreements reviewed by its legal counsel. Such proposals may be determined non-responsive if legal documents are not presented for review, if they do not pass legal review, and/or they are not legally binding. All joint venture parties must submit their respective Application Forms 1–14 and Attachments A through U (as listed on the Application Checklist) as part of the overall Application.

Entities may propose as a turn-key operation wherein the management, operations and personnel functions are controlled by the organization (i.e., staff will be employees of the contractor) or a managing director/professional employer organization, or employer of record model.

In a managing director/PEO model, the contractor is solely responsible for oversight, management, supervision, criminal background checks, firing, training, promoting, demoting, evaluating, and coordinating all employees' benefits and payroll with a PEO. The human resource's function related to staffing shall be conducted by the contracted PEO, who will be the employer of record for all center staff. Management decisions regarding staff shall be at the discretion of the Managing Director. **The Managing Director/PEO partnership must be in place prior to submitting a proposal.**

Self-Monitoring

Applicant/Respondent must have a system for self-monitoring, including the review of key information on how the organization is functioning (both management and staff functions), and maintaining fiscal and program compliance with applicable laws, rules, regulations and policies, contract terms and conditions, and contracted performance measures.

Subcontracting

Any subcontracting must be specified in the proposal narrative and approval must be granted by WFSCB prior to the execution of any contract resulting from this RFP. All subcontracting is subject to applicable federal, state, and local laws, rules, regulations, and policies governing procurement. If Applicant/Respondent submits plans to subcontract any of the services and activities to be provided, the Applicant/Respondent must indicate which services and activities will be subcontracted and the rationale behind using subcontractors instead of providing the services directly. The Applicant/Respondent must also describe how subcontractors were (or will be) procured and selected, their qualifications, and the basis for payments. Subcontractors are subject to the same requirements as the Applicant/Respondent under this RFP and resultant contract. All subcontractor parties must submit their respective Application Forms 1–14 and Attachments A through U (as listed on the Application Checklist) as a part of the overall Application.

Outstanding Monitoring, Audit or Legal Concerns

Applicant/Respondent must disclose any pending or remedied monitoring and/or audit concerns from any of the Applicant's/Respondent's programs prior to receiving a contract resulting from this RFP. Additionally, Applicant/Respondent must disclose whether there are any legal judgments, claims, arbitration proceedings, or suits pending or outstanding against the organization or its officers. **Please submit as Attachments I and N to the Application.**

CONTRACT INFORMATION

Type of Contract

WFSCB will negotiate a cost reimbursement contract. If the Respondent is a for-profit entity, profit targets will be incorporated into the contract. The contractor will report expenditures on a modified accrual basis; however, will not be reimbursed for accruals. Performance earnings and payments may be negotiated based on federal, state and/or local performance measures and outcomes, and may include performance holdbacks and/or incentives. Profit (for-profit entities only) will be paid based on the attainment of negotiated performance benchmarks over the course of the contract.

Contract Period and Renewal

It is the intent of WFSCB to execute a contract for the development and delivery of contracted services for the Coastal Bend WDA. The initial intended contract period should begin on **October 1, 2025**, and end on **September 30, 2026**. WFSCB may annually opt to extend the term of a contract for up to three (3) additional one-year periods based on availability of funds, evaluation of contractor program and fiscal performance and compliance, and successful contract negotiations. Any annual contract extension shall be at the sole discretion of WFSCB and shall be based upon WFSCB's evaluation of contractor's performance and compliance under the terms and conditions of the contract.

WFSCB reserves the right to early termination of this contract, including but not limited to loss in funding, convenience, non-performance, underperformance, and/or non-compliance.

Additional Funding

WFSCB reserves the right to negotiate the expansion of any contract to include other workforce programs, services, and funding, as WFSCB deems necessary and appropriate to carry out its mission, even if not specifically mentioned within this RFP.

GOVERNING PROVISIONS AND LIMITATIONS

Violation of any of the following provisions may cause a proposal to be disqualified and rejected from consideration.

- A. The purpose of this RFP is to ensure uniform information in the solicitation of proposals for the procurement of services under Workforce Development programs to include but not limited to: WIOA, TANF-Choices, SNAP E&T and Wagner-Peyser.
- B. This RFP is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit WFSCB to pay for any costs incurred in the preparation of such a response, or prior to the execution of a formal contract unless such costs are specifically authorized in writing by WFSCB.
- C. WFSCB reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part, or its entirety.
- D. WFSCB reserves the right to award a contract(s) for any services solicited in this RFP in any quantity WFSCB determines is in its best interests.
- E. WFSCB reserves the right to extend or shorten, increase or decrease any contract awarded as a result of this RFP.
- F. WFSCB reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP, both for the application and/or the proposal.
- G. WFSCB reserves the right to waive any defect in this procurement process or to correct any errors and/or make changes to this solicitation it deems necessary. Applicants/Respondents shall be responsible for monitoring the WFSCB website at <https://www.workforcesolutionscb.org/about-us/procurement-opportunities/> for any updates pertaining to this solicitation. WFSCB will not be held responsible for any further communication beyond updating the website.
- H. WFSCB reserves the right to negotiate the final terms of all contracts or agreements with selected Respondent and any such terms negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of WFSCB and the Coastal Bend WDA.
- I. WFSCB reserves the right to contact any individual, agency, employer or granting agency listed in a proposal, contact others who may have experience and/or knowledge of the Respondent's relevant performance and/or qualifications; and to request additional information from all Respondents.
- J. WFSCB reserves the right to conduct on-site reviews of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding under this RFP. This may occur either before or after the award of a contract or agreement. Any misrepresentation, intentional omission, or falsification of information regarding the Respondent's ability to perform as stated in the RFP response may result in the cancellation of any contract or agreement awarded.
- K. Any entity selected for funding under this RFP will be subject to a pre-award survey. This will include, but not be limited to, a review of the Respondent's record keeping procedures, key staffing qualifications, management systems, accounting and administrative systems and procedures. Pre- award surveys may occur prior to contract negotiations.
- L. WFSCB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by WFSCB from the TWC or other funding sources or due to legislative changes.
- M. Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, proposal evaluator, or agent of WFSCB or elected official for purposes of having an influencing effect on this procurement.

- N. Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, proposal evaluator, chief elected official, or agent of WFSCB or elected official for purposes of having an influencing effect on this procurement. Violation of this provision will result in immediate rejection of the entity's proposal.
- O. No officer, board member, employee, proposal evaluator, or agent of WFSCB shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
- P. The Respondent shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a Respondent's proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- Q. All proposals submitted must be an original work product of the Respondent. The copying, paraphrasing or other use of substantial portions of the work product of another party if submitted hereunder as original work of the Respondent shall not be accepted but deemed non-responsive.
- R. The contents of a successful proposal may become a contractual obligation if selected for the award of a contract. Failure of the Respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful Respondents as a basis for release from proposed services at the stated price/cost. Any damages accruing to WFSCB as a result of a successful Respondent's failure to contract for the proposed services may be recovered from the Respondent.
- S. A contract with a selected Respondent may be withheld, at the sole discretion of WFSCB, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings, unresolved financial obligations, or legal issues exist, until such issues are satisfactorily resolved. WFSCB may withdraw the award of a contract if resolution is not satisfactory to WFSCB.
- T. The solicitation and selection of proposals must conform to all relevant federal, state, and local laws, regulations, rules, and policies governing the procurement of supplies, equipment, and services. Respondents are responsible for familiarizing themselves with such matters.
- U. WFSCB is exempted by law from payment of Texas Sales Tax and Federal Excise Tax.

ADMINISTRATIVE REQUIREMENTS

WFSCB will provide any training and/or technical assistance necessary for contractors regarding the policies, documents, and procedures that are specific to the awarded contract. Respondents must possess the knowledge, experience, expertise, professional judgment, and capacity within their organization to perform the services and activities requested under this RFP.

- A. Indirect costs may be charged to programs if supported by appropriate documentation demonstrating the benefit to the program for that expenditure, and in accordance with the TWC Financial Manual for Grants and Contracts. All indirect charges are to be fully explained in the budget narrative. Indirect costs will be capped at twenty percent (20%) of operational costs regardless of any approved indirect rate and subject to negotiations.
- B. Profit is an allowable cost. Profit is only available as a budget line item for a for-profit organization. Profit is limited to no more than ten percent (10%) of direct wages, but in no event shall it be excessive. 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.
- C. Contractors must have the financial resources or the ability to obtain them sufficient to meet their cash flow needs for at least four-to-six weeks.

- D. Contractors will be required to procure all insurances required by this RFP and to list WFSCB as an additional insured on each policy prior to the commencement of any work pursuant to a contract executed as a result of this RFP. Contractors will be required to carry general liability insurance coverage sufficient to cover any liability that may arise from the performance of a contract. General liability must cover bodily injury and property damage to a third party and personal injury; \$500,000 for each occurrence or \$1,000,000 aggregate is required. A reasonable deductible is allowed, but not to exceed \$5,000 per occurrence.

Contractors must maintain liability insurance, which covers Directors and Officers of the organization.

Contractors must maintain errors and omissions insurance coverage. Contractors must provide on-site accident/medical insurance for program participants enrolled in activities and services not covered by worker's compensation.

If a contractor or their employees use motor vehicles in conducting business under a contract resulting from this RFP, liability insurance covering bodily injury and property damage must be provided through a commercial insurance policy. Such insurance shall provide a minimum coverage of \$100,000 liability per occurrence; \$300,000 aggregate liability; \$100,000 property damage; personal injury protection; uninsured motorist protection; and a maximum of a \$500 deductible.

If a contractor or their employee use privately owned motor vehicles in conducting business under a contract resulting from this RFP and the contractor has policies and/or procedures that require their employee to provide self-motor vehicle insurance policy, the contractor policy and/or procedures must be submitted. Such insurance and vehicles shall meet or exceed the Texas Minimum Coverage in accordance with Texas motor vehicles law and regulations. No participant may be transported in a privately-owned vehicle with such insurance. Contractor must maintain records regarding current driver's license and proof of insurance for all staff.

If self-insured, the contractor must warrant that it will maintain coverage sufficient to cover any liability specified above that may arise from performance under a contract resulting from this RFP.

If a contractor warrants that it is a state agency and that it is self-insured, then the contractor must be able to pay any obligation that is incurred under the terms of a contract resulting from this RFP, including any liability, which may arise from performance under a contract.

Contractors must ensure that all employees are covered by Worker's Compensation or an equivalent work-related injury insurance.

The Contractor shall ensure that at least 10% of the funds subject to its control are protected through bonds, insurance, escrow accounts, cash on deposit, or other methods to secure the funds consistent with Texas Administrative Code, Title 40, Part 20, Chapter 802, Subchapter B, Rule 802.21. The contractor may, consistent with said subsection, use any method or combination of methods to meet this requirement. Such funds should be separate from funds already secured for current and/or other potential contracts.

Contractors will be required to provide WFSCB with copies or originals of all certificates demonstrating proper insurance coverage and letters of credit for each contract held. Contractors must also include WFSCB as an additional Certificate Holder on all required insurance coverage.

- E. Selected contractor must agree to cooperate with WFSCB in the development and implementation of collaborative partnerships with community partners in coordinating CCS Programs and services for maximization of local resources. This includes cooperation and coordination as may be requested or required by WFSCB under any Memorandum of Understanding (MOU) or other agreement entered by and/or for WFSCB. Submit a current list of other agencies you have developed agreements with as **Attachment T to the Application**.
- F. Contractors will be required to work with WFSCB on any expansion, change or alteration to the WFSCB Center system or individual centers that may occur during the term of a contract and may affect child care services management.

- G. Contractor must have an annual audit in compliance with Uniform Administrative Requirements, 2 CFR Part 200 Subpart F. Cost Principles and Audit Requirements for Federal Awards).

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 WFSCB's contract, provided it is consistent with the criteria found in the TWC's Financial Manual for Grants and Contracts, and WFSCB agrees prior to the audit process.

WFSCB reserves the right to conduct or cause to be conducted an independent audit of all funds received under a WFSCB contract, notwithstanding the requirements above. A local government audit staff, a certified public accounting firm, or other auditors that WFSCB designates may perform the audit. Such audit will be conducted in accordance with applicable federal rules and regulations, contractual guidelines, and established professional standards and practices. Applicant shall submit a copy of their organization's audits for the three most recent fiscal years. Please submit as **Attachment M to the Application**.

- H. The selected contractor must have a cost allocation plan and a method for indirect costs, if applicable, as required by regulations governing multiple funding sources.
- I. Contractors must agree to comply with TWC and WFSCB's policies, directives, communication and outreach guidelines and plans.
- J. All non-expendable property purchased under a contract resulting from this RFP shall be the property of WFSCB. Purchases of property must comply with WFSCB policies and may require prior review and approval from WFSCB and TWC.

All workforce-applicable purchases (i.e., office supplies) must be procured by the contractor in compliance with all applicable federal, state, and local laws, rules and regulations, and policies.

- K. Contractors are subject to compliance and performance monitoring. At any time during normal business hours, and as often as deemed necessary, WFSCB, TWC, DOL, U.S. Department of Health and 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 program and financial performance and compliance with all applicable laws, rules, regulations, and policies.
- L. Contractors are required to input automated data in a timely and accurate manner, and to maintain the accuracy and integrity of said data and reports in accordance with federal, state, and local policies and regulations. Contractors are also required to protect client confidentiality and ensure the security of client data in hard copy and/or electronic files.
- M. Contractors secured from this RFP are considered sub-recipients as defined in the Governor's Uniform Grant and Contract Management Standards and the TWC Financial Manual for Grants and Contracts. WFSCB may refer to the agreement between itself and the service organization as a "grant" or "contract", although it will be understood to be a sub-grant for services, and all federal or state requirements applicable to sub-recipients will apply to WFSCB contractors.
- N. Contractors must comply with applicable cost principles and administrative requirements set out in Uniform Administrative Requirements and TWC's Financial Manual for Grants and Contracts.
- O. Contractors will be required to prepare and maintain client and financial records in accordance with instructions provided by TWC and WFSCB. Contractors will be required to retain all records of a program year for a minimum of three years past the date upon which WFSCB accepts a grant/contract closeout.
- P. Contractors shall provide reports of several types and scope in the format and frequency as determined by WFSCB and/or its funding source(s).

Q. WFSCB is an equal opportunity employer and complies fully with the discrimination and equal opportunity laws. Respondents must warrant and assure that they will comply fully with 29 CFR 37.20(a)(1) and the following:

1. DOL Title I of WIOA, as defined in §37.4
2. DOL Title I of WIOA of 2014, §2 et seq., Public Law 113-128, 29 United States Code(U.S.C.) §3101 et seq., (replacing the Workforce Investment Act Of 1998 (Public Law 105-200), Section 188), 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 – financially assisted program or activity;
3. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

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

R. Private non-profit organizations and agencies of state or local government responding to this RFP must include the following: 1) a resolution from the Respondent's governing body or board authorizing the submission of a proposal; and 2) a letter of transmittal from the chief executive officer of the Respondent's organization. Private for-profit corporations submitting a proposal must include a statement signed by an authorized representative of the corporation authorizing submission of a proposal.

S. Under Texas Government Code sec. 552.003, WFSCB is subject to the Texas Public Information Act and the information provided in response to this RFP will be made accessible to the public. If a Respondent believes that any information contained in its proposal qualifies for an exception to the Public Information Act, the Respondent must indicate in the proposal which information should be exempted from the Act and the grounds for the exemption. If there is a request for this information under the Public Information Act, WFSCB will make a good faith effort to inform the Respondent of the request for access to the information and process said request in accordance with applicable state laws which may include referral to the state Attorney General for determination of compliance with the Texas Public Information Act.

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

Once the WFSCB Board of Directors has agreed upon selection(s), all Respondents will be notified in writing of the results within ten (10) working days of the decision.

T. Prohibited Technologies: In accordance with the Governor's directive, all individuals joining meetings virtually or visiting WFSCB facilities in person, must adhere to the required Model Security Plan for Prohibited Technologies that seeks to protect the State's sensitive information and critical infrastructure from technology that poses a threat to the State of Texas. Prohibited devices may include cellular telephones, laptops, tablets, desktop computers, and other devices capable of internet connectivity. For a complete list of prohibited devices and apps please reference: <https://dir.texas.gov/information-security/prohibited-technologies>.

U. Cyber Security: Contractor's cyber security standards will adhere to the Texas DIR standard, NIST 800.53 (or most up to date version), TWC WD Letters and include but are not limited to Texas Government Code 2054.077.

DEBRIEFING AND APPEAL PROCESS

STEP 1: Request for Debriefing - Respondents not selected by this procurement process may appeal the decision by submitting, within five (5) business days of the receipt of notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how proposal/offer was received and ranked. (NOTE: A debriefing is offered as a courtesy to any bidder or Respondent who is not selected for funding.)

STEP 2: Debriefing - The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful Respondents understand why they were not selected. Debriefings are provided to help the Respondent improve any future proposal submissions. The debriefing will consist of a review of the Respondent's proposal evaluation and an explanation for the score received in the proposal review process.

STEP 3: Written Notice of Appeal - If, after the debriefing, the Respondent wishes to continue to file an appeal, they will be required to notify WFSCB's President/CEO, in writing, within fifteen (15) days from the date of the original notification of non-selection. The complainant's letter must specify the nature of the appeal and any desired remedies of action. WFSCB reserves the right to determine whether the appeal is valid and merits further consideration. Written notification should be sent to:

Mr. Ken Trevino, President/CEO
Workforce Solutions Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, TX 78401

STEP 4: Formal Hearing - Upon receipt of the letter of appeal, the WFSCB Board of Directors Chairperson or their designee shall contact the Respondent to arrange for an appeals conference to be held within thirty (30) days of the notice of appeal. The appeals conference shall be held at a designated place and at a date and time to be mutually acceptable to both parties. An Appeals Committee shall conduct the Appeals Conference and shall consist of the Board Chairperson (or designee) who shall chair the committee, the Council Board Vice Chairpersons (or designees) and two staff persons appointed by the Board Chairperson. If, after a full review, a simple majority of the Committee votes to have the Board reconsider, the issue will appear on the agenda at the next regularly scheduled Board meeting.

Protests not resolved to the satisfaction of the protesting party may be pursued through the TWC.

Please note that TWC Financial Manual for Grants and Contracts, Chapter 14, Section 14.1, provides for limited appeals of any Board decisions:

"The Commission shall accept no protest or dispute appeal until all administrative remedies at the contractor level have been exhausted. Commission appeal review is limited to the following:

- *Violations of federal law and regulations,*
- *Violations of State or local law shall be under the jurisdiction of State or local authorities, and*
- *Violations of contractor's protest/dispute procedures or failure to review a protest or dispute shall be referred to such authority as may have proper jurisdiction."*

AUTHORITY

As applicable, contracts awarded as a result of this RFP shall fully comply with all federal, state, and local laws, rules, regulations, and policies including those identified below:

- Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128)
- U.S. Department of Labor Employment and Training Administration 20 CFR Parts 603, 651, 652, et al. Workforce Innovation and Opportunity Act; Final Rule
- Workforce Investment Act of 1998 [Public Law 105-220]; Section 188; and federal regulations 20 CFR Parts 652 and 660 through 667; (replaced by WIOA)
- Workforce Investment Act Final Rule Part 37; (replaced by WIOA final rule)
- Portions of the Social Security Act [42USCA §301, et seq.];
- The Food Stamp Act of 1977 [7 USC §2000 et seq.]; federal regulations 7 CFR 271 through 273;
- Personal Responsibility and Work Opportunity and Reconciliation Act of 1996 (PRWORA) [Public Law 104-193];
- Wagner-Peyser Act of 1933, as amended;
- Federal regulations issued by the U.S. Department of Health and Human Services at 45 CFR Parts 270 through 275, inclusive, for services funded by Temporary Assistance to Needy Families; federal regulations 45 CFR Part 260 through 265;
- Federal regulations issued by the U.S. Department of Agriculture at 7 CFR 271 through 273, Food Stamp Employment Training services;
- Federal and state laws and regulations concerning nondiscrimination and equal opportunity;
- Federal and state labor laws and standards;
- Non-traditional Employment for Women Act of 1991, as amended;
- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Age Discrimination Act of 1975, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- Americans with Disabilities Act of 1990, as amended;
- Texas Senate Bill 642 and House Bill 1863;
- Sections of the Texas Administrative Code Title 40, Part 20 and the Texas Government Code Chapter 2308, as they pertain to workforce center systems, operations and programs;
- Childcare 45 CFR Parts 98 and 99;
- 29 Code of Federal Regulations 37.35 and 37.8, Implementation of the Nondiscrimination and equal Opportunity Provision of the WIA, revised July 1, 2000;
- TWC WD Letter 18-07;
- Department of Health and Human Services Office of Civil Rights, Policy Guidance, entitled “Title VI’s Prohibition Against National Origin Discrimination as it Affects Limited English Proficiency Persons” and issued August 29, 2000;
- Department of Labor, Civil Rights Center, Policy Guidance entitled “Enforcement of Title VI of the Civil Rights Act of 1964; Policy Guidance on the Prohibition Against National Origin Discrimination as it Affects Persons with Limited English Proficiency,” and issued January 17, 2001;
- Department of Health and Human Services Office of Civil Rights, Summary of Policy Guidance, entitled “Prohibition Against Discrimination on the Basis of Disability in the Administration of Temporary Assistance for Needy Families,” and issued January 19, 2001;
- Department of Health and Human Services Office of Civil Rights, Decision Against Massachusetts Department of Transitional Assistance regarding Office of Civil Rights Complaint Number 01-98- 3055, and issued January 19, 2001;
- TWC WD Letter 24-01, Prohibition Against Discrimination Based on Disability or Limited English Proficiency in the Administration of Workforce Services; and
- Rules, policies, and plans of the TWC and WFSCB related to workforce center systems, operations, and programs.

Many of the above items can be found on-line at either <https://www.twc.texas.gov/> or <https://www.dol.gov/>. WFSCB policies and

plans are available upon request. Respondents are expected and presumed to be knowledgeable of all applicable federal, state, and local laws, rules, regulations, and policies.

APPLICATION INSTRUCTIONS

This Application for Management of Direct Child Care Services System for WFSCB is intended to be a process whereby qualified entities are identified and determined to have the expertise and experience to operate a child care services system. Entities successfully completing the application phase of the procurement process will be invited to submit a proposal.

Applications must include all Forms and Attachments listed on the Application Checklist.

Applications may be submitted electronically or in paper form. If submitted in paper, an electronic version must also be submitted. Paper submittals must be originals with all forms and certificates containing original wet signatures. Electronic versions must contain e-signatures and be a single PDF file. Any differences between the original paper version and the electronic version are at the liability of the applicant.

Note: Joint venture partners must each submit all forms and requested materials pertaining to their organization or company as part of the single PDF file.

Paper versions may be submitted by mail, courier service or hand delivered to:

Nelda Rios, Contract and Procurement Specialist
Workforce Solutions Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, TX 78401

Electronic versions should be submitted via email to: Nelda.Rios@workforcesolutionscb.org or, if the file size is too large to transmit via email, a link from which the Application can be downloaded may be emailed.

Applications must be received by 4:00 PM on March 17, 2025. Entities who have been notified that their application has passed will be allowed to submit a proposal.

Faxed or late Applications will be ineligible and not accepted for consideration.

Applications which do not adhere to the submission requirements, will be ruled unresponsive to the specifications, and will not be considered under this procurement.

FORM 1: APPLICANT INFORMATION

Name of Applicant Organization:

Address:
Name of Person to Contact regarding Application:
Title:
Telephone Number:
Email Address:

Name of Person to Responsible for Contracting Authority:

Title:
Telephone Number:
Email Address:

Name of Person to Responsible for Contracting Negotiations:

Title:
Telephone Number:
Email Address:

Tax / Legal Status of Organization:

- Private, for-profit
- Public, non-profit
- Private, non-profit
- Corporation
- Partnership
- Sole Ownership
- Government entity
- Other _____(Specify)

Turnkey Operation Managing

Director/PEO

State Comptroller ID # _____ Federal Tax ID # _____

HUB Status

Is Applicant a Historically Underutilized Business as defined by the Texas Government Code 407.101?

- Yes (If "Yes" provide approved certification.)
- No

Signature of person who can commit organization to this Application:

Name of Authorized Representative

Title

Signature

Date

FORM 3: APPLICATION CHECKLIST

The items listed below should be submitted in the following order as the Application for Management of Direct Child Care Services System due March 17, 2025 by 4:00 PM Central time. Check each item included in your Application.

Forms:

- 1) Application Information
- 2) Copy of Certificate for Historically Underutilized Business (if applicable)
- 3) Application Check List
- 4) Application Narrative
- 5) Financial Systems Survey
- 6) Administrative Management
- 7) Certification by Applicant
- 8) Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug Free Workplace Requirements
- 9) Texas Corporate Franchise Tax Certification
- 10) State Assessment Certification
- 11) Disclosure of Interest
- 12) Orientation to Complaint Procedures for Service Providers
- 13) Undocumented Worker Certification
- 14) Customer Rights and Complaint Resolution Procedure

Attachments:

- A. Organizational Chart for the Applicant.
- B. Proposed Organization Chart for the Management for Direct Child Care Services System.
- C. Joint Venture Agreement and/or Managing Director/PEO agreement (if applicable).
- D. List of Organization's Board of Directors, Owners and/or Principals.
- E. Resumes for key staff (if employed or known), up-to-date with current positions included & labeled (whether full, part time, or in-kind).
 - (1) Administrative/Management Team.
 - (2) Supervisory Staff for career center on-site supervisory staff only.
- F. Job Descriptions and Required Qualifications for each proposed funded position.
- G. Chronological list of all current or past contracts for the management of direct child care services systems for the last ten (10) years (most recent first). Include the name of the board area, the specific contract title and number, the total amount of the contract awarded, and the percent expended, start and end dates of each.
- H. For each contract listed in G, above, provide a table showing actual performance against contracted performance for each TWC performance measure and each contracted measure by year for the last five (5) years.
- I. A copy of original monitoring report from your primary funding source for the last three (3) contract years for each contract for management of direct child care services system as generated and imposed by any Workforce Board, TWC, state or federal agency. (No Summaries). In addition, provide any follow-up and final resolution reports for any findings or deficiencies.
- J. A copy of any primary funding source reports regarding Corrective Action Plans as generated and imposed by any Workforce Board, TWC, state, or a federal agency, over the last three (3) years, and the status of these plans. (No Summaries).
- K. A copy of any primary funding source reports regarding Sanctions as generated and imposed by a Workforce Board, TWC, state, or federal agency, over the last three (3) years, and the status of these plans. (No Summaries).

- L. A copy of any primary funding source reports regarding Performance Improvement Plans as generated and imposed by a Workforce Board, TWC, state, or federal agency, over the last three (3) years, and the status of these sanctions. (No Summaries).
- M. Audits with management letters for the last three (3) years, plus a financial statement for the current year.
- N. Documentation of any legal judgments, claims, and arbitration proceedings, suits pending or outstanding against the organization or its officers.
- O. Cost allocation plan
- P. Indirect cost rate and approval of rate (if applicable).
- Q. Certificate of non-profit incorporation (if applicable).
- R. IRS Form 990 (for 501 (c) (3) non-profit organizations)
- S. Copy of annual report to shareholders for for-profit companies
- T. List of agencies which have Memorandums of Understanding (MOUs) with your organization.
- U. List of three (3) references with requested information.

I have verified that all of the requested forms and attachments are included in this Application.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 4: APPLICATION NARRATIVE

Provide brief responses to the questions below, (not to exceed ten (10) pages).

1. Provide a brief history of your organization's experience managing and operating a child care services system.
2. Describe your organization's attributes that enhance your ability to provide the requested services.
3. Describe any innovative initiatives your organization developed, procured, or implemented to address child care and child care management issues that demonstrate your expertise in providing these services.
4. Description of Fiscal Management System
 - a. Describe your financial management system including cash management and accrual system, financial capacity and knowledge of staff. Provide the name and qualifications of your organization's chief fiscal officer and the respective staff.
 - b. Describe your payroll, leave and travel, accounting policies in regard to how you will document and maintain related records.
 - c. What procedures and techniques will be used to ensure that there are no disallowed costs? If there are costs determined to be disallowed, from what source will these costs be paid? Please explain in detail how you propose to pay for those funds and the capacity to access those funds.
 - d. Describe how you would be in compliance in reporting to WFSCB in the respected cost category classification for all costs that the contractor is responsible for, (i.e., operational and client costs).
 - e. Describe how expenditures and obligations incurred are tracked to ensure that expenditure levels will be met.
 - f. Describe the organization's ability to have sufficient working capital (excess of current assets over current liabilities as indicated in the financial statements) to ensure adequate financial resources for the potential bidder to complete the contractual services. Working capital should normally be at least 10% of the proposed contract. (The proposed contract is to be a cost reimbursement contract and the potential bidder will need to have resources in place or obtain a line of credit if necessary.)

FORM 5. FINANCIAL SYSTEMS SURVEY

APPLICANT: _____

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.

Questions	Yes	No	N/A
1. Does your organization follow GAAP?			
2. Does your accounting system:			
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?			
3. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?			
4. 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?			
5. Do you reconcile your bank accounts monthly?			
6. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits, and disbursement transactions?			
7. Do you record daily cash receipts and disbursement transactions?			
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?			
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?			
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 records 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?			
17. Does your organization maintain written accounting procedures?			

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 6. ADMINISTRATIVE MANAGEMENT SURVEY

APPLICANT: _____

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.

Questions	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 formaking adequate efforts for correcting inadequate performance?			
e. Assuring fair treatment of applicants 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?			
f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official position to influence procurement?			
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 complaint procedure used to resolve disputes?			
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 WFSCB?			
11. Does your organization have a State Comptroller Vendor Number?			
12. Is your organization governed by a Board of Directors, an elected body or Council (city/county ISD council, commission or board)?			
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 a Complaint Monitor?			

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 7. CERTIFICATION BY APPLICANT

I hereby certify that the information contained in this Application and all attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of WFSCB has assisted in the preparation of this Application. I acknowledge that I have read and understood the requirements and provisions of the RFP and directives in the implementation of this program.

I, _____ certify that I am the _____ of corporation, partnership, or sole proprietorship, or other eligible entity named as Applicant herein and that I am legally authorized to sign this Application and submit it to WFSCB, on behalf of said organization by authority of its governing body.

Person authorized to sign for the Organization

Signature of Individual Attesting Signatory's Signature

Signature

Signature

Name

Name

Title

Title

Date

Date

Subscribed and Sworn to before me on this _____ day of _____, 2025,

In _____, _____, _____
(City) (County) (State)

Notary Public in and for _____ County, State of _____

Commission expires: _____

SEAL

**FORM 8. CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS**

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor certifies that:

(1) No federal 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 Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making 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 federal appropriated funds have been 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, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing, Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that neither it nor its principals:

(1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,

(4) Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

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

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- (c) Providing each employee with a copy of the Contractor's policy statement;
- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are 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.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 9. TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

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 corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation contracting 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 contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

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

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

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 10. STATE ASSESSMENT CERTIFICATION

The undersigned authorized representative of the corporation contracting 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 contract and is grounds for contract cancellation.

The corporation certifies that:

_____ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

_____ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 11. DISCLOSURE OF INTEREST

It is the fiscal policy of WFSCB that all persons or firms seeking to do business with WFSCB provide the following information. Every question must be answered. If the question is not applicable, answer with "NA".

FIRM NAME: _____

P.O.BOX: _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

FIRM IS: 1. Corporation 2. Partnership 3. Sole Owner 4. Association 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please attach a separate sheet.

1. State the name of each non-managerial employee of WFSCB having an ownership interest constituting 5% or more or the ownership in the above named firm or who is an officer, director, employee, or consultant employed or associated with your organization:

Name	Job Title and Section (if known)
_____	_____
_____	_____

2. State the names of each managerial employee of WFSCB having an ownership interest constituting 5% or more of the ownership in the above named firm or who is an officer, director, employee, or consultant employed or associated with your organization:

Name	Title
_____	_____
_____	_____

3. State the names of each board member of WFSCB having an ownership interest constituting 5% or more of the ownership in the above named firm or who is an officer, director, employee, or consultant employed or associated with your organization:

Name	Board, Commission, or Committee
_____	_____
_____	_____

4. State the names of each employee or officer of a consultant of WFSCB who worked on any matter related to the subject of this contract and has an ownership interest constituting 5% or more of the ownership in the above named firm or is an officer, director, employee, or consultant employed or associated with your organization:

Name

Title

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information request; and that supplemental statement will be promptly submitted to WFSCB, as changes occur.

Name of Certifying Person

Title of Certifying Person

Signature of Certifying Person

Date

FORM 12. ORIENTATION TO COMPLAINT PROCEDURES FOR SERVICE PROVIDERS

The policy of WFSCB to resolve complaints in a fair and prompt manner. WFSCB's administrative directive on GRIEVANCE PROCEDURE establishes the guidelines for the resolution of grievances/complaints and requires this orientation sheet be received and acknowledged by all individuals or organizations providing services to WFSCB under contract or agreement.

Acts of restraint, interference, coercion, discrimination or reprisal towards complainants exercising their rights to a file a grievance under WFSCB policy are prohibited. A complainant is the individual or organization filing a grievance/complaint. A respondent is the individual or organization against whom a grievance/complaint is filed. Inquiries regarding the resolution of grievances should be addressed to:

Coastal Bend Workforce Development Board
ATTN: EO Officer
400 Mann Street, Suite 800
Corpus Christi, Texas 78401
Telephone: (361) 885-3019

Every effort should be made to resolve your grievance at the optimum management level. WFSCB's EO Officer is available to assist, as necessary, in the grievance resolution process.

The time limit to file a complaint under WFSCB's grievance procedure is thirty (30) calendar days from the date of the event that leads to the filing of the grievance. A copy of WFSCB's Policy and Procedure is available upon request.

EQUAL OPPORTUNITY IS THE LAW

WFSCB is prohibited from discriminating on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only. If you think that you have been subjected to discrimination, you may file a complaint within one hundred eighty (180) days from the date of the alleged violation with the Equal Opportunity Officer at the:

TEXAS WORKFORCE COMMISSION
WORKFORCE DEVELOPMENT DIVISION
EQUAL OPPORTUNITY OFFICE
101 E. 15th STREET
AUSTIN, TEXAS 78778
Telephones: (512) 463-2400; (TDD): 1-800-RELAY TX, Voice 1-800-RELAY VV.

or you may file a complaint directly with the:

DIRECTOR, DIRECTORATE OF CIVIL RIGHTS (DCR)
U.S. DEPARTMENT OF LABOR
200 CONSTITUTION AVENUE NW, ROOM N4123
WASHINGTON, D.C. 20210

If you elect to file your complaint with the TWC, you must wait until the TWC issues a decision or until sixty (60) days have passed, whichever is sooner, before filing with DCR (see address above). If the TWC has not provided you with a written decision within sixty (60) days of the filing of the complaint, you need not wait for a decision to be issued, but may file a complaint with DCR within thirty (30) days of the expiration of the sixty (60) day period. If you are dissatisfied with the TWC's resolution of your complaint, you may file a complaint must be filed within thirty (30) days of the date you received notice of the TWC's proposed resolution.

By my signature below, I acknowledge this orientation to WFSCB's complaint procedures for services providers and the statement regarding EQUAL OPPORTUNITY IS THE LAW:

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 13. UNDOCUMENTED WORKER CERTIFICATION

Effective September 1, 2007, HB 1196 amended Subtitle F, Title 10, of the Texas Government Code to add Subsection 2264. Chapter 2264 directs public agencies, state or local taxing jurisdictions, and economic development corporations (public entities) to require that any business submitting an application to receive public subsidies include in the application a statement certifying that the business, or branch, division or department of the business does not and will not knowingly employ an undocumented worker.

In the event that a business grantee is found in violation of 8U.S.C. subsection 1324a(f), consistent with the requirements of Texas Government Code subsection 2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney's fees.

Penalties incurred by business grantees shall be assessed damages at a rate of 20% of contract award. Said damages shall be made payable to WFSCB within one hundred twenty (120) days of receiving the notice of violation.

DEFINITION OF TERMS

Public Subsidy – is broadly defined Texas Government Code §2264.001 (3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

Undocumented Worker – is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States.

CERTIFICATION

Contractor certifies that no undocumented workers will be employed during the execution of this contract. By the signature indicated below, the contractor verifies their understanding of the terms and conditions of this requirement.

Name of Certifying Person

Title of Certifying Person

Signature of Certifying Person

Date

FORM 14. CUSTOMER RIGHTS AND COMPLAINT RESOLUTION PROCEDURE

Participating in workforce services administered by the TWC or WFSCB grants you the right to file a complaint regarding your workforce services. These rights are guaranteed through the Commission's complaints, hearings and appeals procedures* at 40 TAC, Chapter 823.

Please be aware that this complaint process does not pertain to matters alleging violations of nondiscrimination or equal opportunity requirements under the Workforce Innovations and Opportunity Act (WIOA) or matters governing job service related complaints.

THE COMPLAINT PROCESS

What is a complaint?

A complaint is a written statement alleging a violation of any law, regulation, or rule relating to any federal- or state-funded workforce service. If you have received an adverse action or want to file a formal complaint about workforce services you are first encouraged to discuss the adverse action or complaint with Texas Workforce Center staff where the complaint originated.

Who may file a complaint?

Texas Workforce Center customers – Individuals who have applied for or are eligible to receive federal- or state-funded workforce funded services administered by TWC or WFSCB. These services include:

- Child Care Services
- Temporary Assistance for Needy Families (TANF) / CHOICES
- Supplemental Nutrition Assistance Program (SNAP) Employment & Training
- Workforce Innovations and Opportunity Act (WIOA) - Adult, Dislocated Worker, and Youth
- Eligible Training Providers receiving WIOA funds or other funds for training services.
- Other interested parties affected by the Texas workforce system, including subrecipients. These individuals may be child care or other service providers that have a received a written statement issued by WFSCB, a Texas Workforce Center, or the Agency relating to an adverse action, or a provider or contractor, related to denial or termination of eligibility, under programs administered by the Agency or WFSCB.
- Previously employed individuals who believe they have been displaced by a Texas Workforce Center customer participating in work-based services such as subsidized employment, work experience, or workfare.

How do I file a complaint?

- Complaints must be in writing using the attached complaint form.
- Complaints must be filed within one hundred eighty (180) days of the alleged violation.
- Complaints should be filed at the service level where the complaint originated for optimal and immediate satisfaction.

WFSCB complaint procedures are available upon request.

How will the complaint be resolved?

- You will be given the opportunity for an informal resolution to resolve any disputes resulting from either a complaint or an appeal to a determination. An example of an informal resolution may include:
 - Meeting with your immediate case worker to seek a resolution;
 - Meeting with a Texas Workforce Center manager or designated WFSCB staff for a more in-depth discussion related to the circumstances of the complaint and to discuss how the complaint may be resolved.
- If you are not satisfied with the outcome of the informal resolution, you have the right to file a complaint and to have the opportunity for a WFSCB hearing with:

Workforce Solutions Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, Texas 78401

- Once a complaint is filed with WFSCB, you will be notified in writing of a WFSCB hearing at least ten (10) ten calendar days prior to the hearing date. The ten-day notice may be shortened with prior written consent of the parties involved.
- A WFSCB decision will be issued within sixty (60) calendar days from the date the complaint is originally filed.

If you do not agree with the decision issued by WFSCB or if no decision is mailed within sixty (60) calendar days from the date the complaint was originally filed, you may file a written appeal to the TWC. The appeal must be sent within fourteen (14) calendar days after the mailing date of WFSCB’s decision or ninety (90) calendar days after the original filing date of the complaint. Appeals to the TWC are mailed to:

Appeals, Texas Workforce Commission
101 East 15th St., Room 410
Austin, Texas 78778-0001

The Secretary, US Department of Labor will investigate appeals under the following circumstances:

- Local-level grievances and complaints—when a state-level appeal is filed and within sixty (60) days of that request, either party appeals to the Secretary.
- State-level complaints:
 - when no determination is made at the state level within sixty (60) days of receipt of the state-level complaint; or
 - when a decision on a state-level grievance or complaint has been reached and the party to which the decision is adverse appeals to the Secretary.

And those who wish to appeal a final state-level determination of the following:

- Appeals to the Secretary, that are based on a state-level determination not being made within 60 days of receipt of a grievance or complaint, must be filed within one hundred twenty (120) days of filing the grievance or appeal with the state.
- Appeals to the Secretary that are based on a party’s dissatisfaction with the decision of the state-level appeal must be filed within 60 days of receipt of the state-level decision.
- Appeals to the Secretary must be submitted by certified mail with a return receipt requested. In addition to sending an appeal to the Secretary, the party must also simultaneously provide a copy of the appeal to the opposing party and the US Department of Labor Employment and Training Administration (DOLETA) regional administrator.
- The Secretary must make a final decision on an appeal no later than one hundred twenty (120) days after receiving the appeal.

Secretary, US Department of Labor
200 Constitution Ave. NW
Washington, DC 20210
Attention: ASET

Regional Administrator, DOLETA
525 S. Griffin Street, Room 317
Dallas, Texas 75202

By my signature below, I certify I have received a copy of the Workforce Customer Rights and Complaint Resolution Procedure.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

ATTACHMENT U – REFERENCES

Please furnish three (3) distinct references for whom management for direct child care services were provided within the last five (5) years. As a part of the evaluation process, WFSCB will be contacting these references. If references fail to respond by the requested due date and time, points awarded in this category will be negatively impacted.

Reference #1

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Contract Term (start & end dates):

Contract Amount: \$

Reference #2

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Contract Term (start & end dates):

Contract Amount: \$

Reference #3

Entity Name:

Entity Address:

Contact Name:

Contact Title:

Contact Telephone Number:

Contact Email Address:

Types of Services Provided:

Contract Term (start & end dates):

Contract Amount: \$

PROPOSAL INSTRUCTIONS

The Proposal for Management of Direct Child Care Services System for WFSCB is intended to be the Respondent's approach to managing and operating a Direct Child Care Services System in a manner to exceed contracted performance measures, provide exemplary services to customers, be accountable for all compliance requirements, and represent WFSCB and its goals and objectives for workforce development in the Coastal Bend WDB. Any or all parts of the Proposal may become a part of the contract if selected. Therefore, the Proposal should be realistic in its portrayal of Respondent's abilities and expertise.

Proposals must include all Forms and Attachments listed on the Proposal Checklist.

Proposals may be submitted electronically or in paper form. If submitted in paper, an electronic version must also be submitted. Paper submittals must be originals with all forms and certificates containing original wet signatures. Electronic versions must contain e-signatures and consist of a single PDF file and a single Excel file. Any differences between the original paper version and the electronic version are at the liability of the Respondent.

Note: Joint venture partners must each submit a signed statement stating they support the Proposal and their role in the proposed approach for operation and management of the direct child care services system. The signed joint venture statement must be part of the single PDF file. The electronic transmitted copy will be used to record and acknowledge receipt of the Proposal.

Paper versions may be submitted by mail, courier service or hand delivered to:

Nelda Rios, Contract and Procurement Specialist
Workforce Solutions Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, TX 78401

Electronic versions should be submitted via email to: Nelda.Rios@workforcesolutionscb.org or, if the file size is too large to transmit via email, a link from which the Proposal can be downloaded may be emailed.

Proposals must be received by 4:00 PM on April 28, 2025.

Faxed or late Proposals will be ineligible and not accepted for consideration.

Proposals which do not adhere to the submission requirements, will be ruled unresponsive to the specifications, and will not be considered under this procurement.

FORM 1: PROPOSAL / RESPONDENT INFORMATION

Name of Respondent Organization:

Address:
Name of Person to Contact regarding Proposal:
Title:
Telephone Number:
Email Address:

Name of Person Responsible for Contracting Authority:

Title:
Telephone Number:
Email Address:

Name of Person Responsible for Contracting Negotiations:

Title:
Telephone Number:
Email Address:

Proposal Summary Data:

Proposed Total Budget Amount:
Proposed Cash or In-Kind Contribution:
Proposed Total Amount for Staff Salaries and Fringe:
Proposed Total Amount for Direct Participant Training/Services:
Proposed Total Number of Staff FTEs:

Signature of person who can commit organization to this Proposal:

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 2. PROPOSAL CHECKLIST

The items listed below should be submitted as the Proposal for Management of Direct Child Care Services System due April 28, 2025 at 4:00 PM Central Time.. Check each item included in your Proposal.

Included	Items in Proposal
	Form 1. Proposal / Respondent Information
	Form 2. Proposal Checklist
	Form 3. Proposal Narrative
	Form 4. Proposed Fiscal Approach & Budget
	Form 5. Budget Spreadsheets:
	A. Budget Summary by Funding Source
	B. Budget Summary by Line Item & Cost Category
	C. Staffing Salaries
	D. PEO Budget if applicable
	E. Budget Narrative
	Attachment A - Proposed Organizational Chart
	Attachment B - Child Care Staff Training Matrix
	Attachment C - Customer Flow Chart

I have verified that all of the requested information is contained in this Proposal.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

FORM 3. PROPOSAL NARRATIVE

Please provide a thorough response to each of the items listed below. Exhibits may be referenced in the narrative and provided in the Attachments. Any reference to attachments in the narrative must include the name of the attachments and page number(s).

Proposed Management of Direct Child Care Services System

A. WFSCB Goals

Describe your proposed contribution to achieving each of WFSCB's seven goals through your management of Child Care Services. Discuss strategies and projected outcomes of each strategy and its connection to achieving the goal.

B. Management and Staffing

Management is the process of planning, organizing, leading and controlling all phases of business operation in order to achieve the objectives of our organization. Describe the objectives of your organization. Describe your proposed approach for each of the following elements:

1. Management style
2. Business objectives in line with the vision of WFSCB
3. Staff Development, Morale and Support
4. Staff Accountability
5. Handling of confidential customer information
6. Communication
7. Anticipating and planning for changes in the business environment
8. Cooperation with partners and grantor agencies

Managing Director with professional employer organization (PEO) Option: (If applicable)

Managing Director Proposers must respond to the following questions as an addition to responding to all the above criteria questions:

- a. Describe the procurement for the professional employer organization (PEO) or staff leasing company to include dates, proposals received, and the entity selected.
- b. Describe the PEO's approach to the following functions:
 - Benefits Management
 - Payroll Services
 - Human Resources Management
 - Paid Time Off
- c. Provide a description of how the PEO's staff will interact with the Managing Director of the workforce center system. Please provide the name of the single point of contact for these services.

Managing Directors must complete the PEO's Budget (sheet D) of the FORM 5. Budget Spreadsheets Excel file.

C. Management Strategies

1. Describe your child care funds management strategies and processes to meet the monthly contracted performance goal. Provide examples of successful outcomes that you had with the process in a current or previous contract.
2. Provide an organization chart depicting all funded child care positions and lines of authority. (Note: All generic positions necessary for operating a WFSCB Career Center such as receptionist, phone operator, file room clerk, security, etc. will be the sole responsibility of the WFSCB Career Center Contractor not the Child Care Contractor.)
3. Describe the strategies your agency utilizes to identify and leverage available resources needed to serve customers. Provide examples of successful outcomes that you had with the process in a current or previous contract.
4. Describe your agency's strategy for delivering quality customer service. Include in your discussion, meeting the need for child care timely, returning phone calls, resolving customer complaints, etc. What steps are taken to ensure that quality services are delivered to customers?
5. Describe your staff development strategies to support continuous learning and development of child care services staff. Provide a staff development matrix as **Attachment B** that lists your proposed training for staff. Include the source of the training for each topic. Include orientation and training for new staff as well as development of skills of current staff. What steps are taken to ensure that staff understands and applies the concepts and techniques that were the focus of the training activity?
6. Describe your strategies to ensure an efficient and effective Child Care services delivery system.
7. Describe any innovative projects your agency has successfully executed that improved the service delivery system, customer service, increased the efficiency of services, or improved the quality of child care services.
8. Describe your agency's strategies for resolving any non-compliance issues that resulted in corrective action, performance improvement plans, or sanctions from any regulatory or contracted authority if applicable.
9. Describe your communication procedures (internal and external) to ensure that information is delivered in a timely and efficient manner to all levels of employees, customers, potential customers, and other constituencies.
10. What is your organization's code of conduct for child care services staff?
11. Does your agency agree to assure coordination with Center management regarding a fair sharing of front desk reception duties based on program customer traffic or other negotiated arrangements?
12. Describe any best practices, systems, efficiencies which were implemented during the COVID-19 pandemic and that your organization still has in place.
13. Describe how your organization will respond to events/circumstances that occur in the future that cause staff to work remotely and continue providing services to customers.

D. Direct Child Care Services

Case Management Service Delivery Model

Contractor will deliver direct child care services using a case management service delivery model. Although the proposer may design and implement within the scope of guidelines and policy; WFSCB expectation is that each family is assigned a specific case manager to handle their navigation through the eligibility process and

the same or another designated staff person for follow-up activities. At all points during the eligibility and case management process families will have a specific case worker assigned to be their advocate to assure the quality of customer service.

Contractor will participate in the on-going development and implementation of WFSCB's paperless document and record keeping activities.

1. Provide a customer flow chart depicting the process for customer access to child care services, the services provided, and proposed outcomes. **Attach Customer Flow Chart as Attachment C.**
2. Describe your process for conducting Intake/Eligibility efficiently in the Workforce Centers. Include how you will serve walk-in and phone customers.
3. What are your internal procedures for verifying the initial and re- certification of eligibility? Describe the resources used to ensure that the customers are eligible for services. Discuss the eligibility of self-arranged providers.
4. Describe contractor's process for managing provider agreements regarding the participating child care providers.
5. Describe your process for providing off-site customer orientations, eligibility, and assessment, when necessary.
6. Describe how you will assess a customer's needs and coordinate services with the Workforce Career Center Contractor.
7. Describe your process for child care data management. Include in your discussion how you will ensure timely and accurate data and data integrity.
8. The Texas Child Care Connection (TX3C) system is a child care case management system that will be used to record attendance and pay child care providers. Describe your implementation plan for the TX3C.
9. The TX3C will be used to manage all functions of the child care program. Describe your plan for the use of the TX3C.
10. How do you ensure that required documentation is maintained in the case file and in the automated system?
11. Explain your processes to ensure confidentiality of all customer information.
12. Describe the internal controls used for ensuring that child care services are initiated and terminated timely and appropriately.
13. Describe your methodology of forecasting performance and expenditures (step by step) and the role it plays in determining the type(s) of child care funds management strategies and processes that will be used to meet the monthly contracted performance goal. Provide examples of successful outcomes that you have had with these processes in a current or previous contract.
14. Beyond contractual performance established by WFSCB, what internal organizational benchmarks (management tools), are you going to establish for child care services and how will these benchmarks be measured?

15. Describe your processes in managing allocated and local match funds effectively.

16. Provide examples of assurances for complying with Title III of the ADA. Specifically, address how your organization provides children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services.

E. Outreach/Recruitment

Describe your agency's efforts for coordination and collaboration with community partners. Include the following information:

1. Describe how your agency will actively outreach eligible parents to maintain a waitlist backlog sufficient to feed program performance goals.
2. Describe how your agency will inform the community of child care services available through WFSCB.
3. What partnerships with other agencies will your agency use to enhance outreach activities in the region?
4. Describe how your agency will outreach to recruit more child care providers for the child care programs.
5. Describe your agency's strategy for outreaching adults and dislocated workers, TANF/Choices participants, SNAP customers, and long term unemployed.
6. Describe your customer orientation procedures. Include the information to be provided and the manner in which it will be presented.
7. Describe how your agency will coordinate marketing strategies with the WFSCB Career Center Contractor and adhere to WFSCB's *Strategic Marketing Standards and Guidelines*.
8. How will your agency ensure that Child Care services staff use all available community resources in serving customers?

F. Coordination and Collaboration

Describe your agency's efforts for coordination and collaboration with community partners. Include the following information:

1. Describe how your organization will promote coordination and cooperation among the many social service agencies that are interested in child care for low income customers.
2. Discuss how your agency develops sound collaborations. Provide examples of successful outcomes. Include those partners you have identified within the Coastal Bend 11 county region in your discussion.
3. Describe how your organization will collaborate with the WFSCB One-Stop Contractor Career Center staff in ensuring an effective child care service delivery system that delivers quality customer service. Include communication and outreach strategies in your discussion.
4. Describe how your organization will coordinate communication and outreach strategies with the WFSCB One-Stop Contractor Career Center staff.

G. Quality Assurance and Monitoring

1. Describe your internal and external controls to ensure quality and compliance. Include your risk management process and your internal monitoring processes.
2. Describe your corrective action processes for addressing any deficiencies identified through internal and external monitoring. Address each of the following:
 - a. Internal process for identifying and resolving program and compliance issues.
 - b. Response to internal/external monitoring findings, corrective action plans, performance improvement plans, and/or sanctions.
 - c. Ensure the accuracy and integrity of data and information.
 - d. Evaluate the value of child care services offered to customers
 - e. Use of information and data to support key organization processes and improve performance.
3. Explain your process for resolving issues and trends identified during case file reviews. What processes are taken to ensure staffs aware and patterns are not repeated?
4. What systems do you have in place to ensure fraud prevention within the child care program?
5. Describe your procedures and tools to assess customer satisfaction for child care services. Include a sample of your sampling instrument.

H. Transition

Discuss your plan for a smooth transition from the current Child Care Services contractor to your organization (or to another organization if you are the current contractor). The transition plan should address the following questions:

1. Develop and implement a reasonable transition plan designed to achieve an efficient transfer of responsibility to another entity, in a timely manner and to cooperate fully throughout the pre- and post-termination period until such transition is complete.
2. Identify contractor staff and activities necessary to ensure a smooth transition process. Describe the activities required of each party to the transition of management of Child Care Services functions and activities.
3. Describe the process for notification of customers and the WFSCB One-Stop Contractor Career Center staff. Include notification of child care providers with agreements and self-arranged providers.
4. What steps will your agency take to minimize the disruption of services to customers and child care providers?
5. Discuss your agency's strategy for assessing current child care staff, any proposed probationary period, recruiting any needed additional staff, and negotiating salaries and benefits.
6. How do you propose to transition case files?
7. Provide a proposed timeline for all transition activities.

FORM 4. PROPOSED FISCAL APPROACH AND BUDGET

Provide a narrative describing your fiscal approach, all cost items, their calculations and justification. The narrative should:

1. Delineate all costs that are for other staff that are not cost allocated or not located in the centers operated by WFSCB and paid by other funds.
2. All management and oversight costs must be separate from operational costs and the methodology for allocating those costs based on funding must be explained (e.g. a percentage of a base or indirect base).
3. Describe how your agency will comply with the cost allocation codes in developing your budget and reporting expenditures. Explain in detail the cost that will be allocated for management and overhead of the contract (Cost Category) and how your agency will ensure the allocated amount will not exceed the respective percentage in the proposal.
4. Describe how your agency will forecast expenditures for child care services.
5. Describe any cash or in-kind contributions your agency will offer in your proposal. Please indicate cash or in-kind contributions on the budget forms where appropriate. For in-kind contributions please state the source and how the amount/value was calculated. Describe any stand-in costs, in kind and match that the bidder is proposing for this contract.
6. Include the completed Excel file named **Form 5. Budget Spreadsheets** as a sample of your proposed budget utilizing the funding information referenced on page 9 of this RFP. The Excel file is comprised of the following sheets:

Form 5. Budget Spreadsheets

- A. Budget Summary by Funding Source: each cost element must be reasonable, allowable under regulations, and necessary to operate the proposed program.
- B. Budget Summary by Line Item & Cost Category: list all costs associated with the proposed programs. Include in-kind or cash costs paid for by your organization or others on the next to last line, and the total costs of proposed program on the bottom line.
- C. Staffing Salaries by FTE and Funding Source: present each proposed staff position and the funding amount in the appropriate fund source column. Positions charged to Code 709 should be budgeted in the appropriate section as indicated on the form.
- D. PEO Budget (if applicable)
- E. Budget Narrative: should demonstrate all calculations and provide a justification for each expenditure.

A PDF version of Form 5 should be included as part of your Proposal **and** the Excel file of Form 5 must be submitted together with the Proposal.

FORM 5. BUDGET SPREADSHEETS
A. Budget Summary by Funding Source

Contractor Name:

	Management and Oversight	Direct Program	In Kind	Matching	Other	Total
Staff Salaries	\$ -	\$ -				\$ -
Fringe Benefits	0	0				-
Supplies		0				-
Duplicating Expenses		0				-
Communication		0				-
Postage		0				-
Travel		0				-
Other Miscellaneous Costs	0	0				-
Indirect Fee	-	0				-
Total Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FORM 5. BUDGET SPREADSHEETS
B. Budget Summary by Line Item and Cost Category
Contractor Name:

		Management & Overhead	Cost Cat 868	Total
Operational				
	Salaries	-	-	-
	Part-time Salaries			-
	Over-Time			-
	Temporary Staff			-
	Health Insurance	-	-	-
	FICA/Med Pay	-	-	-
	Retirement	-	-	-
	Other - Life Insurance	-	-	-
	SUTA	-	-	-
	Work Comp	-	-	-
	PEO Costs [for Option B MD/PEO proposal]			-
	Rent			-
	Insurance			-
	Utilities		-	-
	Outreach			-
	Ad. Employee Recruitment	-		-
	Insurance	-		-
	Office Supplies	-		-
	Printing	-		-
	Publications and Subscriptions			-
	Misc. - Webex charges, \$50/month	-		-
	Telephone			-
	Cell phone	-		-
	Audit			-
	Other list			-
	FACS Maintenance	-		-
	Postage	-		-
	Income Verification Service	-		-
	Trainer	-		-
	Local Travel			-
	Out of Town Travel	-		-
	Mileage - in region travel	-		-
	Sub-total Operational	-	-	-
Client				
	Sub-total Client	-	-	-
Other				
	Indirect	-	-	-
	Profit			-
	Total Other	-	-	-
	Grant Total	-	-	-

Indirect Cost or Administrative Fee

Note: In order to charge indirect costs to a program cost category - you must justify its support for program functions. *Indirect cost represents functions needed for program delivery including human resources, payroll, procurement, information technology support, accounts payable, compliance and oversight.*

Contributed Resources: Detail resources from other sources to be contributed to the operation of the Child Care Program

FORM 5. BUDGET SPREADSHEETS

C. Staffing Salaries by FTE and Funding Source

Contractor Name:

<i>Add rows as necessary</i>					
	FTE	Hourly Rate	Child Care Salary	Other Non-Federal Salary	Total Cost
Direct Program					
Director					-
Operations Coordinator					-
Customer Services Supervisor					-
Accounts Payable Specialist					-
Accounts Payable Specialist - Lead					-
Quality Control Specialist					-
Intake Eligibility Specialist					-
Program Assistants					-
Provider Services Specialist					-
Sub-total	-	-	-	-	-
Mangement & Overhead					
Senior Director					-
Compliance Analyst					-
Data Analyst					-
Business Process Analyst					-
HR					-
Other					-
Sub-total	-	-	-	-	-
Total	-	-	-	-	-
Please separate TRS salaries and benefies from non-TRS					

FORM 5. BUDGET SPREADSHEETS

D. PEO Budget

Contractor Name:

One-Time Costs				
	Amount		Cost per Employee	
Initial Set-up Fees	N/A		N/A	N/A
Retirement Plan (401k, etc.)	N/A		N/A	N/A
Cafeteria or 125 Plan Option	N/A		N/A	N/A
Database Creation Fee	N/A		N/A	N/A
COBRA Notification Fee	N/A		N/A	N/A
Other "Must Have" Requirements	N/A		N/A	N/A
Other "Preferred" Requirements	N/A		N/A	N/A
Terminating Current Employees	N/A		N/A	N/A
Adding New Employees	N/A		N/A	N/A
Other Initial Set-up fees not listed [describe]	N/A		N/A	N/A
Totals	N/A		N/A	N/A
Annual or Monthly Costs				
	Monthly	Annual	Cost per Employee	
On-going Administration Fees	N/A	N/A	N/A	N/A
Basic Admin Fee	N/A	N/A	N/A	N/A
Retirement Plan Fee	N/A	N/A	N/A	N/A
Cafeteria Plan Fee	N/A	N/A	N/A	N/A
Form 5500 Preparation/Filing Fee	N/A	N/A	N/A	N/A
Retirement Plan	N/A	N/A	N/A	N/A
Cafeteria Plan	N/A	N/A	N/A	N/A
Other Annual Costs Not Listed	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A	N/A
*Transfer total annual cost to Summary Page				

FORM 5. BUDGET SPREADSHEETS

E. Budget Narrative 2025-2026

Contractor Name

	Total
Staff Salaries - Staff position, FTE and salary detail are listed on the Staffing Schedule.	\$ -
Fringe Benefits:	\$ -
FICA - Budgeted at ___ x salaries.	\$ -
Unemployment Compensation - Budgeted at _% x salaries.	\$ -
Workers' Compensation - ___% x salaries	\$ -
Medical and Dental - Group insurance, Cost Per.	\$ -
Life Insurance - Employer paid life insurance = ___% x annual salary.	\$ -
Retirement - Retirement savings plan, _% x salaries x ___% participation.	\$ -
Total Supplies:	\$ -
Office Supplies - Description.	
Duplicating expenses	\$ -
Description	
Communication:	\$ -
Item Description	
Item Description	
Postage:	\$ -
Postage -- Description	
Travel:	\$ -
Item Description	
Item Description	
Other Miscellaneous Costs	\$ -
Item Description	
Item Description	
Item Description	
Item Description	
Item Description	
Item Description	
Indirect Cost -- If Applicable	\$ -
Total 2025-2026 Operations Budget	\$ -

FORM 6. CERTIFICATION BY RESPONDENT

I hereby certify that the information contained in this Proposal and all attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of WFSCB has assisted in the preparation of this Proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP and directives in the implementation of this program.

I, _____ certify that I am the _____ of corporation, partnership, or sole proprietorship, or other eligible entity named as Respondent herein and that I am legally authorized to sign this Proposal and submit it to WFSCB, on behalf of said organization by authority of its governing body.

Person authorized to sign for the Organization

Signature of Individual Attesting Signatory's Signature

Signature

Signature

Name

Name

Title

Title

Date

Date

Subscribed and Sworn to before me on this _____ day of _____, 2025,

In _____, _____, _____
(City) (County) (State)

Notary Public in and for _____ County, State of _____

Commission expires: _____.

SEAL