



WORKFORCE SOLUTIONS
C O A S T A L B E N D

Pre-Proposal Conference

RFQ for
Program Compliance &
Monitoring Services

RFQ 25-05

October 8, 2025



Pre-Proposal Conference: **FOCUS**

Proposers Need to Understand

- Background / Agency Information
- Purpose of RFQ
- Procurement Timeline
- Scope of Work
- Submission Requirements
- Evaluation & Scoring
- Other Information
- Point of Contact

Background: **AGENCY INFORMATION**

Coastal Bend Workforce Development Board dba Workforce Solutions Coastal Bend

-  501(c)(3) Non-Profit Organization
-  Funding from Department of Labor through Texas Workforce Commission
-  FY26 Budget \$42 million
-  Mission, Vision & Strategic Board Goals.

A sunburst graphic with many thin lines radiating from a central point at the top of the slide.

MISSION

At Workforce Solutions Coastal Bend, we invest in our regional success through access to jobs, training, and employer services.

VISION

We meet our mission through collaboration with industry, education, economic development, and labor to develop a comprehensive regional workforce strategic plan; develop a trainable and available workforce; and provide workforce relevant training opportunities for youth.

A solid orange horizontal bar at the bottom of the slide.

STRATEGIC BOARD GOALS

PARTNERSHIPS

Establish and Strengthen Partnerships

EFFICIENCY

Effectively and Efficiently Target Rural Area Services

AWARENESS

Increase Workforce Awareness

INNOVATION

Expand Innovative Services to Business

OPPORTUNITIES

Explore New Revenue Opportunities

TEAMWORK

Improve Internal Efficiencies

CULTURE

Refine Board Culture

Background: **CAREER CENTER LOCATIONS**

- ✦ Employer Driven: Career Center Services focus on employers' need for a knowledgeable, skillful workforce to help business become productive and competitive locally and in the global market.
- ✦ 11 County Coastal Bend Region
- ✦ 5 Full-Service Career Centers
Alice, Beeville, Corpus Christi, Kingsville, & Sinton
- ✦ 2 Satellite Centers
Rockport & Falfurrias



Purpose of RFQ: Program Compliance & Monitoring Services

-  To solicit competitive proposals from qualified respondents to perform independent program compliance & monitoring services including development of a risk assessment and monitoring plan, an annual and a follow-up review of WFSCB's subrecipients/contractors.
-  Program Compliance & Monitoring Services should satisfy WFSCB's obligations under its contract with TWC and DOL to ensure compliance and fiscal integrity.
-  Solicitation may result in a contract or after reviewing proposals submitted, WFSCB may decide not to enter into any agreement.

Procurement: RFQ TIMELINE

- Oct 6 Release of RFQ & Start of Question Period
- Oct 8 Pre-Proposal Conference
- Oct 10 End of Question Period @ 5pm
- Oct 14 Questions & Answers Posted on WFSCB Website @ 5pm
-  ○ **Oct 24** **Proposals Due by 4pm**
- Oct 27-31 Proposal Evaluation Period
- Nov 12 Notice of Award / Non-Selection *(projected)*
- Dec 1 Contract Start Date *(projected)*

Procurement: **SCOPE OF WORK**

Services to be Provided (Section 1.5 on page 5 of RFQ)

Program monitoring must be performed with the requirements set forth in the TWC Financial Manual for Grants and Contracts in accordance with Texas Administrative Code Title 40, Part 20, Chapter 802, Integrity of the Workforce System. Instances of fraud, waste, and illegal acts or indications of such, including all questioned costs must be covered and reported to TWC.

- Develop a timeline with milestones associated with the services to be provided and the deliverables to be produced. The work period being monitored will be September 1, 2025 through August 31, 2026 and all monitoring must be completed by August 31, 2026.
- Review of program compliance & monitoring requirements.
- Development and implementation of WFSCB's risk assessment tool.
- Program reviews and monitoring, including:

Procurement: **SCOPE OF WORK**

Services to be Provided continued

- Program audit monitoring timeline:
 - October 1, 2025 – February 27, 2026 Choices, SNAPE&T, SNAPTPP, NCP
 - March 1, 2026 – August 31, 2026 Youth, Adult, Dislocated Worker, RESEA and TAA if applicable
- Provide a written report of reviews, including observations and findings, within 30 working days of the exit conference
- Identify instances of noncompliance with federal, state and agency requirements, and provide recommendations for corrective action and program quality enhancements
- Maintain backup files on each program reviewed that include supporting documentation from each review, including notes and working papers, completed monitoring guides, copies of relevant contractor documents, and other appropriate information, to support the monitoring report and any findings contained in the report and provide those files upon request
- Ensure the confidentiality of data and personally identifiable information throughout the monitoring process

Procurement: **SUBMISSION REQUIREMENTS**

Proposal Outline:

- Cover Page
- Table of Contents (with page numbers)
- Profile & Certification
- Qualifications & Experience
- Proposed Work Plan
- Resumes and Other Supporting Information
- Cost/Price Information
- Demonstrated Abilities / References
- Certifications & Assurances



 **Proposals Due October 24, 2025 by 4:00 PM**

Procurement: **SUBMISSION REQUIREMENTS**

Proposal Format

- Proposals may be submitted in paper or electronically.
- If submitting in paper, an electronic version is also required.
- Electronic versions should be submitted as a single PDF file and emailed to:
Nelda.Rios@workforcesolutionscb.org



Proposals Due October 24, 2025 by 4:00PM

Procurement: **EVALUATION & SCORING**

Initial Screening for Responsiveness

- Proposal must be submitted by the RFQ deadline.
- Electronic versions must contain e-signatures.
- Proposal must be for the specific services requested and described in the RFQ.
- Proposal must be in the outline and order described in the RFQ.
- If requested, copies of resumes, licenses and/or certificates must be included.



Proposals Due October 24, 2025 by 4:00PM

Procurement: **EVALUATION & SCORING**

Criteria & Points

- **Qualifications & Experience 40 Points**
- **Proposed Work Plan 40 Points**
- **Demonstrated Ability/ References 20 Points**
- **HUB Certification 5 Points**
- **Total Possible Points 105**



Proposals Due October 24, 2025 by 4:00PM

Procurement: **OTHER INFORMATION**

Term

- Initial contract will be awarded for a period not to exceed 12 months ending on September 30, 2026. Option to renew for an additional one-year period.

Insurance

- Contractor is required to maintain insurance coverage throughout the contract term.

Restrictions on Communication

- Communication promoting qualifications to WFS CB staff, Board of Directors or CEO Council is strictly prohibited until contract is awarded.

 **Proposals Due October 24, 2025 by 4:00PM**

Procurement: **POINT OF CONTACT**

Nelda Rios, Contracts and Procurement Specialist Email:

Nelda.Rios@workforcesolutionscb.org

Fax: 361.885.3057 *(for questions only, no proposals)*

Mail: Workforce Solutions Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, TX 78401

- Questions must be submitted in writing.
- **Deadline for questions is October 10, 2025 @ 5pm.**
- No questions will be accepted after the deadline.

 **Proposals Due October 24, 2025 by 4:00PM**