



REQUEST FOR PROPOSALS

Child Care Quality (CCQ) Services

Date of Issuance: November 13, 2020, 4:00 p.m. (CST)

Pre-Proposal Meeting: November 19, 2020, 2:30 pm (CST)

Written Questions due by: November 23, 2020, 4:00 p.m. (CST)

Submission Deadline: December 15, 2020 5:00 p.m. (CST)

Issued By:

Workforce Solutions Alamo

100 N. Santa Rosa Street, Suite 120

San Antonio, Texas 78207

www.workforcesolutionsalamo.org

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INTRODUCTION

The Workforce Solutions Alamo (WSA) Board serves as the governing board for the regional workforce system, a network of service providers and contractors that brings people and jobs together. The Board’s membership reflects the diverse constituencies of the regional community: business, economic development, education, labor, community organizations, and government.

Alamo Workforce Development, Inc. d/b/a Workforce Solutions Alamo, (“WSA”) is incorporated as a private, non-profit organization in the State of Texas and maintains a federal tax exemption status as a 501(c)(3) organization working in partnership with the local Chief Elected Officials (CEOs), which include the Mayor of the City of San Antonio and the County Judges from Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, McMullen, Medina, and Wilson (LDWB) counties. Together, the Board and the CEOs provide leadership over the workforce system in the Alamo region, working to ensure that the area has an educated, skilled workforce.

The WSA Board is committed to promoting regional economic growth and economic self-sufficiency by operating a workforce system that fully aligns efforts of local partners and communities in the region with State-level strategic efforts. The Child Care Services (CCS) system enables eligible families to go to work or attend training. The administrator of CCS funds will provide referrals to Childcare Providers coordinating enrollment, attendance, and payment for care. The Workforce Solutions Alamo (WSA) expectation is that the management of childcare services will be conducted in a manner that is in the best interest of the customer. Although the CCS system is described in terms of public policy, funding sources and management systems, the major focus must be on children, the ultimate beneficiaries of the system.

WSA’s strategies fully align with the Texas Workforce Commission’s (TWC) System Strategic Plan’s goals which have a focus on employers, of engaging in partnerships, on the alignment of system elements, and on improving and integrating programs and combined State Plan’s goals that support benchmarks related to secondary and post-secondary educational achievement, the self-sufficiency of individuals, economic development and job creation, and providing citizens with greater access to government services. In addition, these strategies also wholly incorporate the alignment of Adult Education & Literacy (AEL) activities with other core programs in the workforce system.

Our Mission

Strengthen the Alamo regional economy by growing and connecting talent pipelines to employers.

Our Values

Workforce Solutions Alamo embraces and promotes the following values: Accountability, collaboration, excellence, innovation, and integrity.

Our Customers

Workforce Solutions Alamo supports the concept of an employer demand-driven service delivery. In focusing our attention on meeting the needs of employers first, we will be able to meet the

needs of our region's job seekers. Therefore, we serve two (2) primary customers:

- All employers in the region, regardless of size or industry
- All residents who live in the region, regardless of employment status, educational level, skills or abilities, sex, or age

PART 1 - GENERAL INFORMATION

1.1 PURPOSE

The purpose of this Request for Proposal ("RFP") is to invite potential firms (the "Proposer") to submit a proposal for Child Care Quality services for Alamo Workforce Development, Inc. *dba* Workforce Solutions Alamo, referred to as ("WSA") and its Board of Directors. WSA realizes that how important quality childcare is to ensure a strong workforce and the interconnectedness. Childcare is a primary support service that parents need in order to work or to participate in a workforce program activity. Every day, more than 10,000 children are served through our current contractors.

Child Care Quality services will be for on-site mentor coaching of existing TRS providers, TRS Assessments, and TRS Assessors. and to design and implement quality initiatives for providers that are working to achieve TRS certification or increase star level. WSA desires to expand the access of quality providers to the residents and to improve school readiness and future outcomes for children. The staff assigned must be trained on using Environmental Rating Scales to track progress, such as Ages and Stages or The Early Childhood Environment Rating Scale-Revised (ECERS-R), Infant/Toddler Environment Rating Scale Revised (ITERS- R) or Classroom Assessment Scoring System (CLASS) is desirable.

An Evaluation Team for this RFP will review the proposals received in response to this RFP and the winning proposal will be recommended to the WSA Board of Directors. These documents constitute the complete set of specifications, requirements, and/or proposal forms. All terms and conditions of this RFP, any addenda, proposer's submissions and negotiated terms, are incorporated into the contract by reference as set forth herein.

1.2 Procurement Standards

This Request for Proposals (RFP) provides a uniform method for the procurement of specified services, allowing for full and open competition. It contains the necessary background, requirements, technical specifications, information, and instructions for responding to the RFP. Services solicited under this RFP shall be procured in a manner consistent with the Texas Workforce Commission's Financial Manual for Grants and Contracts, Chapter 14, Procurement.

Selection and award will be based upon demonstrated competence and qualifications to perform requested services; and a fair and reasonable price. WSA's intent is to execute a contract for childcare quality services with a single selected Proposer.

1.3 Applicable Authorities

- All applicable federal statutes, regulations, policies, and guidance as presently in effect and as may become effective during the term of this Award;
- Office of Management and Budget's Uniform Guidance at 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements and 2 C.F.R. Part 2900, Department of Labor (DOL) exceptions to 2 C.F.R. Part 200; and
- Approved Local Workforce Development Board Plan including modifications and amendments
- Child Care and Development Block Grant Act of 2014
- Child Care and Development Block Grant Act of 1990, 42 United States Code (U.S.C.) §9858 et seq.
- 45 C.F.R. (Code of Federal Regulations) §98 and §99 Child Care Development Fund Final Rule Section 98.51
- Social Security Act, 42 U.S.C. §§603-609, as amended
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996, §§ 601 et seq.
- Balanced Budget Act of 1997, Public Law 105-33
- Consolidated Appropriations Act of 2005, Public Law 108-447
- TWC Approved State Plan for CCDF
- WSA Board Plan for Child Care
- TWC Financial Manual for Grants and Contracts (FMGC)
- Office of Management and Budget (OMB) Circulars
- Texas Human Resources Code, Chapters 31, 34, and 44
- Texas Labor Code, Chapter 302.062
- Texas Family Code - Section 261.101, regarding reporting of child abuse
- Texas House Bill 376
- Current Texas Rising Star Certification Guidelines
- Texas Administrative Code (TAC), Title 40, Chapters 800, 801, 809, and 823, as amended
- The Department of Family and Protective Services (DFPS) Child Care Licensing (CCL) rules and minimum standards
- The following TWC WD Letters and Technical Assistance Bulletins:
- TWC WD Letter 02-18- Handling and Protection of Personally Identifiable Information and Other Sensitive Information
- TWC WD Letter 07-17 - Local Workforce Development Board Transportation Policies to Safeguard against the Misuse of Funds - Update
- TWC WD Letter 24-02 - House Bill 3473: Protection of Professionals Who Report Cases of Child Abuse or Neglect
- TWC WD Letter 30-11 - Senate Bill 400: Texas Rising Star Provider Participation in the Texas Procurement and Support Services Cooperative Purchasing Program

1.4 RFP Schedule and Budget

The following schedule is subject to change at the discretion of the Board without recourse. Proposers should regularly check the Board’s website (www.workforcesolutionsalamo.org) for posted updates. All updates and changes will be posted to the Procurement page. All times listed reflect Central Standard Time (CST).

Activities	Dates
Issuance of RFP	November 13, 2020
Pre-Proposal Meeting	November 19, 2020
Questions & Answers	November 23, 2020
Proposals Due	December 15, 2020
Interviews (optional)	TBD
Recommendation to Board of Directors	TBD
Board Approval	TBD
Contract Anticipated Start Date	February 1, 2021

The budget as currently structured, annual expenses for management and operations of Child Care Services is approximately \$1,814,793. Budgets for the purpose of this procurement must include as applicable and not limited to, salaries, benefits, travel, training, consumable office supplies, insurance and bonding, audit services, professional services, and profit or performance incentives.

1.5 Issuance and Availability of RFP

This RFP is issued Friday, November 13, 2020, 4:00 pm (CST), by the Workforce Solutions Alamo Board, under the direction of Adrian Lopez, Chief Executive Officer, 100 N. Santa Rosa, Suite 120, San Antonio, Texas 78207. The RFP package may be obtained electronically online at our website <https://www.workforcesolutionsalamo.org/about/procurement>.

A copy of the RFP may be requested via e-mail, send requests to Procurement@wsalamo.org. The RFP package is also available online at <http://www.txsmartbuy.com/esbd>.

A Pre-proposal Conference via WebEx/Zoom will be held on Thursday, November 19, 2020 at 2:30 p.m. (CST). Attendance at the virtual meeting is not mandatory but is strongly recommended. This will be an opportunity for Proposers to ask WSA questions regarding the solicitation and general information about the organization.

Following the conference, Proposers may submit questions in writing no later than Monday, November 23, 2020 prior to 4:00 p.m. (CST). All properly submitted questions will be compiled and

responded to in a Q&A document. The Q&A document will be posted on the Board's website at <https://www.workforcesolutionsalamo.org/about/procurement> by Wednesday, November 25, 2020, 4:00 p.m. (CST). Workforce Solutions Alamo reserves the right to determine the appropriateness of comments/questions that will be posted on the website.

All Workforce Solutions Board members, officers, or staff are **precluded** from answering questions concerning this RFP or the procurement process. Bidders are asked to respect this condition by not asking questions or making requests for assistance, except to the authorized contact person. Violations may result in the disqualification of the offending Proposer.

Note: *The no-contact period begins with solicitation publication and includes all rebids. The period ends when either a contract is signed with the winning vendor; the contract with the last of multiple vendors is signed; or the solicitation is withdrawn and no rebid of the same or similar solicitation is planned. The purpose of the no-contact requirement is to ensure a fair, equitable, and competitive process.*

1.6 Response Deadline

The deadline to submit a proposal via email, is no later than 5:00 p.m. (CST) on Tuesday, December 15, 2020. Proposals received after that time will not be accepted regardless of the circumstances.

All submittals must be emailed to the Authorized Contact:

Armando Alferez
Contracting & Procurement Specialist
Email: aalferez@wsalamo.org
Phone: (210) 581-1057

The timely delivery of proposals is the sole responsibility of the proposer. Workforce Solutions Alamo is not responsible for any failures and/or errors of omission. Disputes concerning late or non-delivered proposals cannot be appealed. Any proposals or amendments received after the specified deadline will not be considered and will be deemed as late and non-responsive – **NO EXCEPTIONS.**

1.7 Open Records

Proposals submitted in response to this RFP are subject to the Texas Public Information Act, Government Code, Chapter 552, and may be disclosed to the public upon request. Therefore, any confidential, privileged or proprietary information contained within a proposal must be clearly identified by the proposer in the proposal itself (each applicable page clearly marked). Such information will be kept confidential by Workforce Solutions Alamo to the extent permitted by State law.

1.8 Type of Contract

Workforce Solutions Alamo intends to negotiate and execute a contract as a result of this RFP. Any contract resulting from this RFP shall be contingent upon the receipt of sufficient funding from the Texas Workforce Commission (TWC) and other sources. Negotiated contract amounts will be contingent upon funding actually received and available. The final contract will be subject to any changes in legislation, regulations, rules, or policies promulgated by the funding sources, including the U.S. Department of Labor and the Texas Workforce Commission. General and administrative provisions contained in this RFP will be incorporated into a resulting contract.

Workforce Solutions Alamo reserves the right to vary or change the terms of any contract resulting from this RFP, including funding levels, scope of work, performance measures, adding other related programs or services and funding sources, and shortening or extending the contract period, as it deems necessary and in the best interests of Workforce Solutions Alamo.

1.9 Contract Period

It is the intent of the Board to execute a single contract for Childcare Quality services. The duration of the contract shall be for a period of one year from the date of execution of the agreement. The Board may, at its sole discretion, opt to extend the term of the contract for up to four (4) one (1) year extensions based upon WSA needs and the availability of funds. In no event shall the total term of the contract exceed five (5) years. The Board reserves the right to terminate a contract at any time based on Contractor performance, matters of noncompliance or insufficient funds.

1.10 Eligible Proposers

Private and public, for-profit, and not-for profit agencies, minority, disadvantaged and women-owned businesses, Community Based Organizations (CBOs), faith-based organizations or other entities with technical competence and administrative experience are eligible to respond to this RFP. In accordance with U.S. Department of Labor (DOL) regulations 29 CFR Part 98, WSA is prohibited from awarding funds to any party that is debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

Proposers must have the necessary technical competence, skills and professional judgment to accomplish the work solicited in the RFP. Proposer must be experienced in working with non-profit, governmental and quasi-governmental organizations. Proposer is responsible for familiarity with all applicable federal and state laws, regulations and rules in the development of their response to this RFP.

The Contractor selected will be required to assume full responsibility for all activities and services included in the contract. Workforce Solutions Alamo will provide training on necessary documents and procedures to any contractor selected via this RFP. All bidders should include sufficient costs

in their budgets to cover any anticipated training needs and technology requirements.

Child Care Services (CCS) providers receiving payment from WSA are not eligible to respond to this RFP. In addition, any WSA Contractor that had an allegation of fraud substantiated by TWC against the Contractor is not eligible to submit a proposal until two years after the fraud occurred and only if full restitution for any disallowed costs has been made.

1.11 Governing Provisions and Limitations

1. All proposals submitted to Workforce Solutions Alamo in response to this RFP will become the exclusive property of Workforce Solutions Alamo.
2. Proposal, if accepted, will become the basis for the contract scope of work.
3. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit Workforce Solutions Alamo to pay for any costs incurred in the preparation of a proposal or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by Workforce Solutions Alamo.
4. Workforce Solutions Alamo reserves the right to accept or reject any or all proposals received, to cancel and/or reissue this RFP in part or its entirety.
5. This is a negotiated procurement utilizing the Request for Proposal method, and as such, the selection and award of a contract does not have to be made to the respondent with the lowest priced/cost offer, but rather to a respondent submitting the most responsive proposal that satisfies the Board's requirements and is determined to be in the Board's best interests.
6. Workforce Solutions Alamo reserves the right to award a contract for any services solicited in this RFP in any quantity it determines to be in its best interests.
7. Workforce Solutions Alamo reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.
8. Workforce Solutions Alamo reserves the right to waive any defect in the procurement or to correct any error(s) and/or make changes to this solicitation as it deems necessary. Workforce Solutions Alamo will provide notification of any changes to all known bidders.
9. Workforce Solutions Alamo reserves the right to request additional information, clarification or explanation of any aspect of a proposal submitted in response to this RFP.
10. Workforce Solutions Alamo reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers. Any contract terms negotiated as a result of this RFP may be renegotiated and/or amended in order to meet the needs of Workforce Solutions Alamo.

11. Workforce Solutions Alamo reserves the right to contact any individuals, agency, employer, or grantee listed in a proposal, or to contact others who may have experience or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all respondents to this RFP.

12. Workforce Solutions Alamo reserves the right to conduct reviews of records, systems, procedures, including credit and background checks, etc. of any entity selected for contract award. This may occur prior to, or subsequent to the award or execution of a contract. Any misrepresentation of the bidder's ability to perform as stated in the proposal may result in the disqualification of the proposer or the cancellation of any contract awarded as a result of this RFP.

13. The proposer selected for contract award must meet the requirements of Workforce Solutions' key control certification system to ensure the financial integrity of the entity prior to the execution of a contract. Workforce Solutions or its designee will conduct a pre-award review of the selected proposer prior to the execution of a final contract.

14. Workforce Solutions Alamo reserves the right to withdraw or reduce the amount of any award or to cancel any contract resulting from this procurement if adequate funding is not available or due to legislative changes.

15. Workforce Solutions Alamo reserves the right to impose additional requirements and refinements to the terms and conditions, scope of work, performance measures, and funding amounts or sources during the course of any contract resulting from this RFP.

16. Respondents shall not engage in any activity which would restrict or eliminate competition under this procurement. Violation of this provision may cause a bidder to be disqualified. This does not preclude joint ventures, partnerships, collaborations, or subcontracts.

17. Respondents shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any board member, officer, employee, proposal evaluator, authorized agent of the Board, or elected official for the purpose of having an influencing effect on this procurement.

18. Respondents shall not attempt in any manner to advocate for, lobby, or otherwise attempt to influence any board member, officer, employee, proposal evaluator, authorized agent of the Board, or elected official for purposes of having an influencing effect on this procurement.

19. No Board member, officer, employee, or authorized agent of Workforce Solutions Alamo shall participate in the selection, award, or administration of a contract supported by Board funds if a conflict of interest, real or apparent, would be involved.

20. All proposals submitted must be an original work product of the proposing entity. The copying, paraphrasing or other use of substantial portions of the work product of others and submitted hereunder as original work of the proposer without written authorization and proper citation, is prohibited. Failure to adhere to this requirement may cause the proposal to be disqualified.

All proposals and accompanying attachments will become the property of Workforce Solutions Alamo after submission and will not be returned.

21. The contents of a successful proposal may become a contractual obligation and be incorporated by reference into a contract. Respondents must intend to fulfill all the representations in their proposal. Failure of a respondent to accept this obligation may result in the cancellation of an award or contract. No pleas or error or mistake shall be available to a successful bidder as a basis for release from proposed services. Any damages incurred by Workforce Solutions Alamo as a result of a successful proposer's failure to contract may be recovered from the proposing entity.

22. A contract with the selected proposer may be withheld, at the sole discretion of the Board, if issue of contract or regulatory compliance or questioned/disallowed costs, audit or monitoring findings, or legal issues exist until such issues are resolved to the satisfaction of the Board.

23. Workforce Solutions Alamo reserves the right to deem as non-responsive or to disqualify any proposal that, in its sole discretion, does not comply with or conform to the terms, conditions, specifications, and/or requirements contained in this RFP.

1.12 Administrative Requirements and Other Limitations

1. Workforce Solutions Alamo will provide any training and/or technical assistance needed by the selected contractor regarding Board policies, documents, procedures, etc. that are specific to Workforce Solutions.

2. Employees of the contractor are subject to the exclusive control and supervision of the contractor. The Contractor is solely responsible for personnel matters including hiring, discipline, termination, supervision, criminal background checks, training, evaluation, etc. for its employees.

3. Proof of insurance is not a requirement for the submission of a proposal, but the selected proposer will be required to obtain and provide proof for all insurances specified in this RFP and provide Workforce Solutions Alamo with proper certificates or policies prior to commencing work under a contract resulting from this RFP. Workforce Solutions Alamo must be listed as an additional insured on the Certificate of Insurance. Policies must remain in full force for the duration of a contract. Any changes in insurers, coverage, deductibles, modifications, alterations, or cancellations of coverage during the term of the contract must be immediately communicated to the Board. The following insurances/bonding are required:

- a) The selected Contractor must maintain liability insurance, which covers Directors and Officers of the organization.
- b) The selected Contractor must maintain errors and omissions insurance coverage. Errors and omissions insurance coverage shall be provided at the minimum coverage level of \$250,000.

- c) The selected Contractor shall maintain adequate casualty and theft insurance to protect WSA property whether purchased or leased with grant funds or transferred to Contractor from WSA, against theft, fire, flood, and other hazards.
- d) The selected Contractor must maintain bonding, insurance, escrow accounts, cash on deposit, or other methods to secure funds from loss. The coverage must be at least 10% of funds subject to the control of the Contractor under the WSA contract. The selected Contractor must assure WSA that the method of securing the funds has not been obligated for any other purpose.
- e) The selected Contractor will be required to provide WSA with copies of originals of all certificates demonstrating proper insurance coverage.
- f) If the selected Contractor warrants that it is a self-insured agency, then the Contractor must document the ability to pay any obligation that incurs under the terms of a contract resulting from this RFP, including any liability, which may arise from performance under a contract.

4. Contractor, including all its employees, must comply with all Information Technology access and user policies and requirements of the Board and/or Texas Workforce Commission.

PART 2 – PROPOSAL REVIEW AND EVALUATION PROCESS

2.1 Proposal Review and Evaluation

- A. All proposals received by the deadline for submission will be initially reviewed by Workforce Solutions Alamo staff for responsiveness and compliance with the technical specifications and requirements contained in the RFP.
- B. All proposals that have met the submission criteria and are determined to be “responsive” will then be reviewed and scored by a team of qualified evaluators selected by Workforce Solutions Alamo. Proposals will be evaluated/scored using the criteria specified in this RFP using a standardized instrument developed by Workforce Solutions Alamo.
- C. Review of proposal evaluations, scoring and ranking by Workforce Solutions Alamo staff.
- D. Presentation of the evaluation results, including scoring, ranking, and recommendations to the designated Committee of the Board.
- E. Final action on selection for contract award by the Board. A final contract will be subject to successful contract negotiations.
- F. All responsive proposers will be provided with written notice of the Board’s decision regarding selection and award of a contract.

2.2 Proposal Evaluation Criteria

Process

- Evaluation Phase- WSA will receive, open, and evaluate the replies according to the criteria herein.
- Selection Phase- the ranking of the Proposals will be based on the best interests of WSA.
 - Optional interviews may be conducted.
 - Replies determined to provide the best value to the organization will be awarded the contract for the tasks identified in the RFP.

Public Records

All materials submitted in response to this RFP become the property of WSA and will be a public record and open for inspection by any person in accordance with the provisions of the Texas Public Information Act. WSA shall have the right to use such ideas or adaptations of those ideas contained in any proposal without cost or charge. Selection or rejection of a proposal will not affect this right.

Cost of Preparation of Proposer's Reply

WSA is not liable for any costs incurred by a Proposer, responding to this RFP.

Duty of Continuing Disclosures of Legal Proceedings

1. Commencing after the effective date of any contract resulting from this RFP, the Proposer must disclose any pending or prior civil or criminal litigation, investigations, arbitration or proceedings ("Proceeding") involving the contractor (and each subcontractor) in a written statement to WSA's Procurement Director within fifteen (15) calendar days of occurrence.
2. This duty of disclosure applies to the Proposer's officers and directors when the proceeding relates to the office or directors' business or financial activities. This duty must extend to all proceedings disclosed in the Proposer's reply to this RFP as well. Details of settlements that are prevented from disclosure by the terms of the settlement may be annotated as such.
3. The successful Proposer shall promptly notify WSA of any civil or criminal litigation, investigation, arbitration, or administrative proceeding relating to or affecting the Proposer's business. If the existence of such proceeding, during the term of this contract for services causes the state concern or the Proposer's ability or willingness to perform the contract is jeopardized, the Proposer shall be required to provide WSA all reasonable assurances requested by WSA to demonstrate that:

- a. The Proposer will be able to perform the contract resulting from this RFP in accordance with its terms and conditions, and
- b. The Proposer and/or its subcontractor(s) has not and will not engage in conduct in performing services for WSA which is similar in nature to the conduct alleged in such proceedings.

Evaluation Criteria

The Evaluation Panel shall rank all proposals received that meet the submittal requirements. The Award shall be made to the responsible Proposer whose proposal is determined to be the most advantageous to the WSA Board. The following criteria shall be used in the evaluation, in no particular order:

Proposers must achieve an overall score of at least 80 points (80%) to be considered for contract award. The review and evaluation of proposals shall be based upon the following criteria:

- A. Organizational Capacity** **25 points**
Proposals will be evaluated to identify the organization's demonstrated organizational capacity, effectiveness and competence in delivering comparable or related services. Additionally, identify structure, staff qualifications, number of staff proposed, competency in childcare provider mentoring, TRS Assessor activities, and Quality Initiatives, and the financial and technical resources necessary to maintain administrative and fiscal accountability. This information must be submitted on all entities in a Joint Venture.
- B. Demonstrated Performance** **25 points**
Proposals will be evaluated to identify a demonstration of successful performance in managing comprehensive, childcare provider mentoring, TRS Assessor activities, and quality initiative activities and the ability to meet or exceed contracted performance targets as presented in proposer's most recent contractual agreements. This information must be submitted on all entities in a Joint Venture.
- C. Operational Plan** **20 points**
Proposals will be evaluated to identify a thorough understanding of the range of programs and services to be offered. Additionally, any enhancements or factors identified in this RFP to services for the target population, while producing positive results.
- D. Transition Plan** **15 points**
Proposal will be evaluated on overall plan to ensure seamless transition of service delivery.

E. Budget **15 points**
Proposed budgets will be evaluated to determine that costs are reasonable, necessary, allocable and allowable. Other areas of review for this section include: the cost allocation methodology, competitive indirect costs/overhead costs, proposed schedule for incentives/profit and in-kind matching funds. All costs are significant competitive variables in this procurement.

F. Historically Underutilized Business (HUB) **5 points**
Five bonus points will be awarded to responsive proposals certified by the Texas Comptroller of Public Accounts or another bona fide certifying agency. HUB's must indicate their certification number and the certifying agency on the Proposal Cover Sheet. Attach a copy of the notice of certification to be eligible for bonus points. Certification must be current.

Maximum Points

105 points

CONSIDERATION ITEM 1
ORGANIZATIONAL CAPACITY

WSA is interested in the Proposer's capacity in performing services as specifically represented in this solicitation. Describe previous experience with engagements of similar scope and range as the engagement specified in this RFP, organization's structure, staff qualifications, number of staff proposed, competency. List two (2) projects meeting this criteria, which have been completed in the past seven (7) years.

- **Provide a narrative not to exceed six (6) pages.**

CONSIDERATION ITEM 2
PERFORMANCE

WSA is interested in the successful performance in managing comprehensive, childcare provider mentoring, TRS Assessor activities, and quality initiative activities. Provide performance that demonstrates history and success with projects of similar size, scope and budget as specifically represented in this solicitation. List two (2) projects meeting this criteria completed in the past seven (7) years.

- **Provide a narrative not to exceed six (6) pages.**

CONSIDERATION ITEM 3
OPERATIONAL PLAN

WSA is interested in the Proposer's operational plan that demonstrates aptitude for management and completion of this engagement. Describe the specific services your firm proposes to provide to meet the requirements of the RFP.

- **Provide a narrative not to exceed six (6) pages.**

CONSIDERATION ITEM 4

TRANSITION PLAN

WSA is interested in the Proposer's transition plan that demonstrates a seamless transition of services set forth in this engagement. Describe the specifics your firm proposes to provide to meet the requirements of the RFP.

- **Provide a narrative not to exceed six (6) pages.**

CONSIDERATION ITEM 5

BUDGET

WSA is interested in an explanation of the Proposer's allocation plan and fee structure with price breakdown for all services to be performed.

- **Complete the three (3) spreadsheets provided and identify costs.**

CONSIDERATION ITEM 6

COORDINATION OF SERVICES

WSA is interested in the Proposer's proposed plan of communication with WSA and its CCS Contractor to provide a seamless level of service.

- **Provide a narrative not to exceed six (6) pages.**

2.3 Appeal Process and Procedures

Workforce Solutions Alamo is the responsible authority for handling complaints, disputes, or protests regarding the procurement and proposal selection process at the local level. No protest shall be submitted to the grantor (State) until all administrative remedies at the Grantee (Board) level have been exhausted. This includes, but is not limited to disputes, claims, protests of selection or non-selection for award, source evaluation, or other matters of a contractual or procurement nature. Matters concerning violations of law shall be referred to such authority that may have proper jurisdiction.

This policy shall apply to appeals by proposers that have applied for an award of grant funds from the Board pursuant to any federal, state or local funded program or activity. The final outcome of an appeal at the local level shall be disclosed to the Texas Workforce Commission (TWC).

Issues Subject to Appeal

Proposers affected by procurement actions or decisions of the Board may appeal pursuant to this policy and procedures as to the following issues:

- a) The action or decision of the WSA Board is alleged by the Proposer to be in violation of applicable federal and/or state law, regulation or policy regarding procurement and selection; or
- b) The action or decision of the WSA Board is alleged by the Proposer to be based upon an error of material and relevant fact(s); or
- c) The action or decision of the WSA Board is alleged by the Proposer to be invalid because of an alleged denial of procedural due process (i.e. failure to review a complaint or protest).

Issues Not Subject to Appeal

- a) Unless substantiated by material and relevant fact(s), the scoring and ranking of proposals is not subject to appeal.
- b) An appeal cannot be submitted based solely on the belief that the appealing party believes their proposal is better than the one selected for contract award.

Process to Protest

The Procurement Director has the authority to settle or resolve any claim of an alleged deficiency or protest. The procedures for notifying WSA of an alleged deficiency or filing a protest are listed on our website, www.workforcesolutionsalamo.org/about/procurement. If you fail to comply with any of these requirements, the Procurement Director may dismiss your complaint or protest.

PART 3 – SCOPE OF WORK

3.1 Services

WSA is seeking responses from qualified firms to provide Childcare Quality (CCQ) services which includes Texas Rising Star (TRS) Mentoring, Texas Rising Star (TRS) Assessors and Quality Initiatives. All state policies and plans are available at www.twc.state.tx.us. Information regarding the Texas Rising Star Certification System can be found at www.texasrisingstar.org.

- A. Management of CCQ

Proposers must be knowledgeable of the statutes, regulations, Department of Family and Protective Services (DFPS) and Child Care Licensing (CCL) requirements, rules and policies; and demonstrate the technical competence, administrative capacity, management and administrative skills, program experience and expertise, fiscal management systems, and possess the financial resources and stability to accomplish the work identified in this RFP.

Proposers may be a joint venture (partnership or consortium). Information on Organizational Capacity and Demonstrated Performance must be submitted for each entity. If two (2) or more entities submit a joint proposal, a lead agency, which will serve as the prime Contractor and fiscal agent for contracting, financial management, and assumption of overall liability must be identified. Specific commitments, roles and responsibilities of each party must be determined in advance and put into a written and executed agreement, which must be included in the response to this RFP. WSA reserves the right to have such agreements reviewed by its legal counsel. Proposals may be disqualified if such agreement do not pass legal review or are not considered to be legally binding between the parties.

Proposers may subcontract services. **No more than 20% of the funds for services and activities under this RFP may be subcontracted.** All subcontracting is subject to applicable federal, state, and local laws, rules, regulations, and policies governing procurement. If a proposer intends to subcontract any of the services and activities to be provided, the proposer must identify which services will be subcontracted and the rationale behind using a subcontractor instead of providing them directly and whether this will have an impact on operational costs. The proposer must describe how subcontracts will be procured, selected, the qualifications of the subcontractor, as well as the method and basis for subcontractor payments. Subcontractors are subject to the same requirements as the proposer under this RFP and any resulting contract.

Proposals may be submitted using a Managing Director and the Professional Employer Organization (PEO) Model. An agreement must be in place between the Managing Director and the PEO or staff leasing company prior to submitting a proposal and the agreement must be submitted as part of the proposal. A contract awarded under this model will be between the Board and the managing director only. It is the sole responsibility of the managing director to contract with a third entity, such as a PEO.

B. Management of Texas Rising Star Assessors

Texas Rising Star (TRS) Assessor Services are to ensure that current TRS providers have met State requirements to remain at their current TRS level or to attain a higher level of TRS certification, and that non-TRS providers have met State requirements to attain a TRS status in the Workforce Solutions Alamo area.

C. Comprehensive Services for CCQ

Comprehensive services shall be delivered to providers, directors, teachers, and community partners and must comply with the following required elements:

1. Quality childcare activities defined in 40 TAC Section 809.16; and WD Letter 21-19, TA Bulletin 298 including any subsequent issuances;
2. Mentor quality childcare programs whose director receives ongoing mentoring; or that are in the process of obtaining a Texas Rising Star (TRS) certification;
3. A clear written plan and needs assessment for each provider to determine appropriate goals, initiatives, and resources for each provider;
4. Technical assistance, including assistance to TRS providers and providers seeking TRS certification;
5. Professional development for childcare providers, directors, and employees including attainment of a Child Development Associate (CDA) credential and fees or an Associate or Bachelor degree in Early Childhood Education or Child Development through public Colleges or Universities, including incentives for receiving a credential or degree and/or retention at employer;

The following are optional elements:

1. Consumer information regarding the selection of quality childcare for parents; and parenting education information;
2. Educational materials for children served by childcare providers;
3. Educational information for parents on the development of children under age five;
4. Quality Improvement Initiatives (QIA) permitted by Childcare & Development Funds (CCDF) regulations at 45 CFR Section 98.51, including activities designed to provide comprehensive consumer education to parents and the public; increase parental choice; and designed to improve the quality and availability of childcare.

WSA intends to include measurable outcomes associated with each activity proposed in accordance with the terms and conditions of the grant award, sub-award, applicable federal and state statutes and regulations, approved Statement of Work (SOW), and local policies and procedures.

D. Comprehensive Services for TRS Assessors

The Texas Rising Star Assessor will be responsible for performing effective assessments for the current Texas Rising Star providers and potential providers interested in the Texas Rising Star program. The Assessor will be responsible for coordinating and implementing TRS assessment related activities, including:

- a) Conducting scheduled and un-announced TRS provider mentor/assessments (or re-certifications) as determined by the Board;

- b) Submitting written detailed reports summarizing findings and justification for mentoring/assessment scores; and
- c) Coordinating TRS schedules and maintaining awareness of the TWC requirements of fulfilling and meeting workload requirements and assessment timeliness.
- d) The Texas Rising Star Program offers quality care that exceeds the State's Minimum Licensing Standards for health and safety, group size, child/staff ratios, caregiver training, and age-appropriate curricula and activities

WSA currently has 124 TRS providers within our LDWB and mentoring and coaching activities must be delivered monthly to all TRS providers who are willing to participate in mentoring activities. A pre and post program assessment shall be used with each participating provider using a validated TWC tool to assess quality childcare programs.

The mentor coaches shall be familiar with Partners in Action: A Mentoring Toolkit for Early Childhood Providers published by the Texas Early Learning Council (TELC). Staff selected as TRS Mentor Coaches must meet the minimum qualifications outlined in the TRS Workgroup Recommended Qualifications for TRS Assessors and Mentors and comply with Required Continuing Education and Professional Development found in TWC Rule 809.34.

WSA desires innovative mentor coaching and provider training approaches. Training offered must be conducted according to evidence based on current research. Examples: training from the McCormick Center for Early Childhood Leadership or other similar high-quality organizations to implement Taking Charge of Change, Program Administration Scale (PAS) Reliability Training, and the development of Train the Trainers for implementation within the Alamo Region.

The primary focus of the TRS Assessor QIA services shall be conducting assessments to determine TRS certification status and conducting annual monitoring visits to ensure the level of quality is maintained. WSA & TWC desire to expand the access of quality providers to the residents of our region in order to improve future outcomes for children and school readiness.

WSA currently has 124 TRS Providers within our AWDA and assessment activities must be delivered throughout the year. TRS Assessors must follow the TWC TRS Guidelines in order to complete: Initial Certification Assessments, Annual Unannounced Monitoring visits, Recertification Assessments, Star Level Evaluations, Category Reassessment, Facility change assessments, Reconsideration assessments, Category Reassessment assessments, SIA Assessments.

1. In addition, TRS Assessors must Monitor Center probation & Star level reductions, and conduct follow up meetings with center mentors and center directors or designated contact.
2. TRS Assessors must complete a total of 36 hours of Professional Development as outlined by TRS Guidelines.
3. WSA desires that a schedule be developed, to ensure assessments are completed according to TWC/TRS guidelines.

WSA requires that all staff development and training be in DFPS Child Care Regulation (CCR) core competencies and that trainers are registered with the Texas Early Childhood Professional Development System (TECPDS) Trainer Registry. Activities shall be offered for licensed centers and homes as well as registered and licensed homes. WSA desires training to be offered which could be coupled with the purchase of resources, such as Learn and Earn sessions. Provider training shall target infants, toddlers, pre-kindergarten, and school age children (6 years to 12 years of age).

All TRS mentoring, assessing, and quality initiatives shall align with the TELC's Strategic Plan for a Texas Quality Rating and Improvement System and support the revised Texas Rising Star Guidelines. The training and mentor coaching shall align with Texas Infant, Toddler, and Three-Year-Old Learning Guidelines and the Texas Core Competencies for Early Childhood Practitioners and Administrators.

Professional Development System must be utilized that provides high quality training tracks for beginning and experienced directors and teachers. The training should be designed to cover all core TRS competencies for teachers of infants, toddlers, pre-k, and school age children. In addition, WSA is requiring evaluation results of all training, mentoring, and conferences offered.

WSA also desires that a monthly electronic newsletter be developed informing providers of all upcoming training whether funded by QIA or not, the latest news from DFPS childcare licensing, as well as topics of interest to providers.

WSA anticipates that sufficient funding will be set aside by the contractor for their own staff development, for a data system to track trainings offered, registrations, issuance of training hours, individuals that apply and are awarded scholarships along with their CDA test results, follow-up for retention within the child care industry, mentor coaching hours, results of environmental rating scales used at providers, etc.

Entities may not use CCQ funding:

- To purchase or remodel provider facilities;
- For reimbursement for direct care;
- To increase the Board maximum reimbursement rates for providers; or

- To provide tiered reimbursement rates for TRS providers.

E. Work Product for CCQ

The principle work product of all QIA is a monthly written report due no later than the 10th of each subsequent month that describes the activities provided and the results of the services delivered with respect to the activities and mentoring conducted. A biweekly report will also be requested as needed. In addition, WSA will require the selected Contractor to submit Child Care Quality Program Quarterly Progress Reports to WSA as required in WD Letter 21-19, and any subsequent revisions or issuances, 5 business days following the quarter. WSA shall be the only entity to communicate with TWC except during any on-site monitoring visits or training conducted by TWC. In addition, WSA desires to have regular coordination meetings between WSA and the CCQ contractor.

F. Work Product for TRS Assessors

The principle work product of all Assessor QIA will be based on bi-weekly & monthly written report(s) due no later than the 10th of each subsequent month. These reports will include performance elements, goals and results of the total number of assessments conducted, assessment results meeting (ARM) conducted after assessments, and time to receive the assessment results, as well as types of assessment(s) completed. In addition, WSA will require the selected Contractor to submit Child Care Quality Program Quarterly Progress Reports to WSA as required under WD Letters 15-14 and 09-15, and any subsequent revisions or issuances, 10 business days prior to the TWC report due date. WSA shall be the only entity to communicate with TWC except during any on-site monitoring visits or training conducted by TWC.

G. Direct Client Contact

The selected Contractor shall ensure that no employee or subcontractor shall have direct client contact who is alleged to have committed child abuse or neglect, an offense against the person, an offense against the family, or an offense involving public indecency under the Texas Penal Code or an offense under the Texas Controlled Substances Act, Texas Health and Safety Code, Chapter 481.

H. Background Check Requirements

The selected Contractor shall ensure that any of their personnel or their subcontractor's personnel who will be entering childcare provider facilities are required to have undergone a background check within the prior 24 months before entering any provider facilities.

I. Reporting Cases of Child Abuse or Neglect

In accordance with Texas Family Code, Chapter 261, Sections 101 and 110, WSA expects that any individual delivering services under this contract having a cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report of such abuse or neglect to Child Protective Services or Child Care Regulation (CCR) as deemed appropriate. The report must be submitted no later than 48 hours after the professional first suspects that a child has been abused, may be abused or neglected, or is a victim of an offense under Texas Penal Code Section 21.11.

J. Priority of Services

- The first priority for all quality initiative services shall be providers and their staff that are working to become TRS certified.
- The second priority for quality initiative services are current TRS providers working towards a higher certification level.

While WSA is not specifically limiting enrollment of regulated providers and their staff that have technical assistance budgets such as Head Start, etc., providers and their staff shall only be given access to services if slots have not been taken by any of the preceding priorities and the contractor can demonstrate that they exercised due diligence informing CCS providers of the availability of training or other activities.

K. Program Outcomes for Child Care Quality (CCQ)

One of the primary purposes of the Child Care Quality Contractor is to increase the number of TRS providers and increase star level for CCS providers in the Alamo Region. The goal of WSA is to have 50% of providers certified by 2025. Outcomes will be negotiated with the successful contractor.

L. Program Outcomes for Texas Rising Star Assessors

The TRS Assessors will be responsible for performing accurate and timely assessments of TRS providers. Outcomes will be based on the number of assessments completed, Assessment Results Meeting (ARM) conducted after assessments, and time to receive assessment results.

M. Transition Plan

Transition activities, if applicable, are to be prior to the contract start date. It is WSA's expectation that the parties involved in the transition will work together to ensure seamless

transition of service delivery and have staff in place by the contract start date. Detail your plan to transition all service functions. Include at a minimum:

1. Describe the activities required of each party to the transition of the TRS Mentor, TRS Assessor, and Quality Initiatives program.
2. Describe the process of notifying all customers, providers, and partners.
3. Describe the steps your agency will take to minimize the disruption of services to providers.
4. Discuss your strategy for assessing current childcare quality Contractor staff, any proposed probationary period, recruiting, and additional staff or relocation of existing respondent's staff, and the negotiating salaries and benefits.
5. Describe how your agency will transition provider files.
6. Provide a timeline for all transition activities.
7. Describe your agency's familiarity with WSA policies and demographics, and development of local procedures.

3.2 Fees/Charges

Submit proposed prices for the services offered and provide an explanation of the Proposer's price breakdown for services to be performed. Offered prices will be fixed. Each proposer must develop and submit a budget and cost allocation plan for services to be provided based upon past experience, information provided in this RFP, and anticipated fees.

Complete the attached QIA excel budget workbook (Tab 1 – Line Item Budget; Tab 2 – Salary Detail). Include, at a minimum, the following information:

1. Narrative description of cost, and their calculation to include fringe benefits, profit and indirect costs for every budget line item.
2. Provide a copy of your indirect cost and cost allocation plans if applicable
3. Describe how you will ensure that 20% of the contract will be expended for QIA services in the 12 rural counties. If applicable, describe any value-added or in-kind costs you will be contributing to the program.

3.3 Deliverables

The estimated period of performance of the Agreement is five (5) years. The performance of CCQ services shall be reviewed not less than every calendar year, and any agreement shall be terminable at will and may not have a term beyond five (5) years from the date of execution of the Contract. All prices shall be firm for the term of this Contract.

Staffing Levels and Functions

Upon execution of the contract, the Contractor must provide a current organizational chart listing positions and lines of authority. The Contractor must submit written notification, within five (5)

working days, to WSA of changes in key personnel. When the position is filled, WSA shall be notified in writing of the identity and qualifications of the new incumbent.

Contract Monitoring & Performance

Contractor must comply with the requirements of WSA's contract with reference to monitoring by WSA. WSA will monitor for compliance on an ongoing basis during the fiscal year. The Contractor also agrees to fully cooperate with WSA in the conduct of performance audits as applicable.

The Contractor agrees to include the applicable monitoring and performance requirements in all approved subcontracts and assignments that result from this RFP.

WSA will conduct quality assurance reviews during the contract period for the following purposes:

1. To assess the quality of services provided under this contract;
2. To determine compliance with WSA requirements;
3. The extent to which key indicators of performance are being achieved; and
4. To validate internal quality improvement systems and findings.

Records & Documentation

During the term of the contract, the Contractor shall maintain accurate records and any documentation required by the State and/or Federal regulations. The Contractor shall provide copies of all such documentation and records as determined by WSA. After termination of the contract, the Contractor shall be required to keep all records a period of five (5) years from the time of service as well as five (5) years from the close of an audit. The Contractor agrees to maintain the confidentiality of all records required by law or administrative rule to be protected from disclosure. The Contractor further agrees to hold harmless, defend, and indemnify WSA from any claim or damage, including reasonable attorney's fees and costs or from any fine or penalty imposed as a result of an improper disclosure by the Contractor of confidential records at its expense. The Contractor shall maintain all records required to be maintained pursuant to the resulting contract in such manner as to be accessible by WSA upon demand. Where permitted under applicable law, access by the public shall be permitted without delay.

3.4 Contract Renewal

Such renewal(s) shall be made by mutual agreement and shall be contingent on satisfactory performance evaluations as determined by WSA and shall be subject to the availability of funds. Any renewal shall be in writing and shall be subject to the same terms and conditions as set forth in the initial Contract. Any modifications to expand or enhance the planned scope of the Contract in future years that may necessitate additional funds beyond the original prices submitted shall be made by mutual agreement. The Proposer agrees to this condition by signing its proposal.

PART 4 – PROPOSAL PREPARATION AND SUBMISSION

4.1 General Instructions for Submitting a Proposal

REPLY FORMAT

In responding to this RFP, each Proposer should review and account for all the requirements contained within this RFP. The Respondent’s reply must be submitted via email to the authorized contact person:

Armando Alferez
Contracting & Procurement Specialist
Email: aalferez@wsalamo.org
Phone: (210) 581-1057

Proposal text should be presented at a minimum in 12-point font size. The proposal document should follow the sections outlined as found below in the table of contents.

The technical reply will consist of the following and follow the format listed:

Tab 1 – Title Page

The title page must include, at a minimum:

The title of the RFP;

The RFP due date;

The Proposer’s name (person, organization and firm);

The name, title, phone number and address of the person who can respond to inquiries regarding the reply;

The signature of the Proposer with authorized signatory; and

The FEID/FEIN of Proposer.

Tab 2 – Table of Contents

Include a clear identification of the material included in the proposal by section and page number.

Tab 3 - Executive Overview

Understanding of Scope of Services

Responses must include information showing the Proposer’s understanding of the needs specified in this RFP and must include a positive commitment to perform the work within the specified time period.

Company Qualifications

Describe the Proposer's experience in performing services as specifically represented in this solicitation. Proposer should provide detailed evidence that the Proposer's firm has previous experience with engagements of similar scope and range as the engagement specified in this RFP. Give the location of the office from which the work is to be done and the number of partners and other professional staff employed at that office. Describe the range of services offered by the Proposer and indicate the length of time that the Proposer has provided the services described above.

Tab 4 – Engagement Planning and Execution

The Proposer must submit a comprehensive description of their engagement work plan(s) as part of their reply. The plans may include narratives, work programs, tables, or other illustrative disclosures that demonstrate aptitude for management and completion of this engagement. Minimum disclosures required by WSA are detailed in Part 3- Scope of Work of this RFP.

Tab 5 - Attachments

Replies to this RFP must include the following documents and certifications:

1. Proposer/Organization Information (Attachment 1). A representative who is authorized to contractually bind the Proposer must complete, sign and attach this form.
2. Disclosure/Conflict of Interest Statement (Attachment 2). A representative who is authorized to contractually bind the Proposer must complete, sign and attach this form.
3. List of Subcontractor(s) (Attachment 3). Attach a list of subcontractors who will perform work on this engagement under your organization's direction and supervision. Form should be completed, signed and attached by authorized individual for Proposer.
4. W9 Form (Attachment 4). Complete and submit a W9 form for your organization.
5. Price Reply (Attachment 5). All potential fees and charges related to the performance of contracted services should be identified. Fees and charges identified will be incorporated into the contract. A representative who is authorized to contractually bind the Proposer must complete, sign and submit this form.
6. Certifications (Attachment 6).
7. HUB Certification (Attachment 7, if applicable). Attach a copy of your certification. Whenever possible, WSA shall make positive efforts to utilize

Historically Underutilized Businesses and Small, Minority-owned and Women-owned businesses in procuring services.

4.2 Additional Information

Please provide any additional information you consider to be helpful in the selection process in this section.

4.3 Reply Submission

Proposers shall submit all data in the formats specified in this RFP. The forms furnished must be used when submitting the reply. Forms are to be filled out in pen or typewritten with alterations, changes or amendments initialed. All forms must be signed and dated.

REPLIES MUST BE RECEIVED ON OR BEFORE THE DUE DATE reflected on the timeline in the Schedule of Events of this RFP. It is the Proposer's responsibility to assure its reply submittal is delivered at the proper place and time as required in this RFP. The official date and time of receipt is the date and time the reply is stamped by WSA. **Late replies will not be accepted.** Proposers should not include marketing materials in their RFP submission. Proposer's replies must state that its reply constitutes an offer that remains valid for at least 120 days after receipt of the reply.

Replies can be sent via email to the Authorized Representative indicated below:

Armando Alferez
Contracting & Procurement Specialist
Email: aalferez@wsalamo.org
Phone: (210) 581-1057

Proposals may be withdrawn upon written request if made before the response deadline. The cost of submissions or returning proposals that are withdrawn shall be the responsibility of the proposer. Once the response deadline is passed, all proposals will become the property of Workforce Solutions Alamo and will not be returned.

4.4 Inquiries

Any questions must be sent via e-mail to the authorized contact person listed above. **No telephone calls will be accepted.** All attempts will be made to post questions received by the due date and the corresponding answers on the WSA website prior to the proposal due date. No verbal or written information that is obtained other than by information in this document or by addendum to this RFP will be binding on WSA. All addenda will be posted on the WSA website.

PART 5 – INSURANCE REQUIREMENTS

5.1 Insurance Limits

Proof of insurance is not a requirement for the submission of a proposal, but the selected proposer will be required to obtain and provide proof for all insurances specified in this RFP and provide Workforce Solutions Alamo with proper certificates or policies prior to commencing work under a contract resulting from this RFP. Workforce Solutions Alamo must be listed as an additional insured on the Certificate of Insurance. The Contractor will be required to maintain insurance coverage for the period of the contract. The following minimum insurance coverage and limitations will be required:

Proof of insurance is not a requirement for the submission of a proposal, but the selected proposer will be required to obtain and provide proof for all insurances specified in this RFP and provide Workforce Solutions Alamo with proper certificates or policies prior to commencing work under a contract resulting from this RFP. Workforce Solutions Alamo must be listed as an additional insured on the Certificate of Insurance. Policies must remain in full force for the duration of a contract. Any changes in insurers, coverage, deductibles, modifications, alterations, or cancellations of coverage during the term of the contract must be immediately communicated to the Board. The following insurances/bonding are required:

- a. The selected Contractor must maintain liability insurance, which covers Directors and Officers of the organization.
- b. The selected Contractor must maintain errors and omissions insurance coverage. Errors and omissions insurance coverage shall be provided at the minimum coverage level of \$250,000.
- c. The selected Contractor shall maintain adequate casualty and theft insurance to protect WSA property whether purchased or leased with grant funds or transferred to Contractor from WSA, against theft, fire, flood, and other hazards.
- d. The selected Contractor must maintain bonding, insurance, escrow accounts, cash on deposit, or other methods to secure funds from loss. The coverage must be at least 10% of funds subject to the control of the Contractor under the WSA contract. The selected Contractor must assure WSA that the method of securing the funds has not been obligated for any other purpose.
- e. The selected Contractor will be required to provide WSA with copies of originals of all certificates demonstrating proper insurance coverage.
- f. If the selected Contractor warrants that it is a self-insured agency, then the Contractor must document the ability to pay any obligation that incurs under the terms of a contract resulting from this RFP, including any liability, which may arise from performance under a contract. A statement of assurance to that effect must be included in your transmittal letter and Statement of Work response.

PART 6 – ATTACHMENTS

ATTACHMENT 1: PROPOSER INFORMATION

ATTACHMENT 2: DISCLOSURE / CONFLICT OF INTEREST STATEMENT

ATTACHMENT 3: LIST OF SUBCONTRACTORS

ATTACHMENT 4: W9 FORM

ATTACHMENT 5: PRICING/BUDGET

ATTACHMENT 6: CERTIFICATIONS

ATTACHMENT 7: HUB CERTIFICATION

ATTACHMENT 1: PROPOSER INFORMATION

Attachment A - Proposal Cover Sheet

Attachment B - Executive Summary

Attachment C - Proposal Narrative

**Attachment A
Proposal Cover Sheet**

ORGANIZATION INFORMATION

Company Name:	
Street Address:	
City:	State:
Zip:	
Mailing Address:	
City:	State:
Zip:	
Contact Person:	Title:
Email:	Phone:
Website:	
Years in business:	Total # Full-time Employees at this location:
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership
	<input type="checkbox"/> Corporation <input type="checkbox"/> Non-profit <input type="checkbox"/> Other
Employer's Federal ID #:	Primary NAICS and/or (SIC) Code:
Is your company current on all State and Federal tax obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of your business, product(s) and/or service(s):	
Authorized Signature: _____ <i>Signature by an individual who has the authority to bind the Company to the RFP.</i>	

"Execution hereof is certification that the undersigned has read and understands the terms and conditions herein, and that the undersigned's principal is fully bound and committed."

Attachment B

EXECUTIVE SUMMARY

The Executive Summary provides a summary of proposed activities, collaborating partners, budget proposed, and outcomes planned. Please complete it carefully. Funds requested must be consistent on all forms submitted.

Attachment C

PROPOSAL NARRATIVE

The Proposal Narrative (Statement of Work) should provide a complete description of the proposed management of childcare services in narrative form, according to the following instructions. Include the technical data that demonstrates that the proposer's plan and capabilities will meet the RFP requirements. Total Narrative optimal page limit is 20 pages, **excluding** attachments, budget, and other required forms.

ATTACHMENT 2: DISCLOSURE / CONFLICT OF INTEREST STATEMENT

Proposer: _____

The award hereunder is subject to the Texas Workforce Commission FMGC. Contractors must disclose with their replies whether any officer, director, employee or agent is also an officer or an employee of WSA. All firms must disclose the name of any officer or employee who owns, directly or indirectly, an interest of more than five percent (5%) in the Proposer's firm or any of its branches or affiliates. All Proposers must also disclose the name of any employee, agent, lobbyist, previous employee of WSA or other person, who has received or will receive compensation of any kind to seek to influence the actions of WSA in connection with this procurement.

The following persons are officers, directors, employees, or agents of Proposer's firm and state officers or employees:

1. _____
2. _____
3. _____

The following persons are officers or employees who own, directly or indirectly, more than 5% interest in the Proposer's firm:

1. _____
2. _____
3. _____

*Authorized Representative's Signature

*Name and Title of Authorized Representative

****This individual must have the authority to bind the Proposer.***

ATTACHMENT 3: LIST OF SUBCONTRACTORS

Each Proposer shall submit with their response a list of the subcontractors who will perform work under the contract(s), as a result of this RFP. The Proposer shall have determined to their own complete satisfaction that a listed subcontractor has been successfully engaged in providing services with specific proven experience in the area(s) indicated in the RFP. The successful Proposer and their subcontractor must utilize professional judgment and expertise to conduct services.

In the event that no subcontractor will be used, this form shall be returned indicating, “No Subcontractors will be used.”

NO SUBCONTRACTORS WILL BE USED: _____
Signature of Authorized Representative Date

Subcontractor Name:	
Business Type:	
Address: City: Zip:	
Phone:	
License #	
Subcontractor Name:	
Business Type:	
Address: City: Zip:	
Phone:	
License #	

 Name of Authorized Representative

 Signature

 Date

ATTACHMENT 4: W9 FORM

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requestor's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)									
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	Social security number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> or Employer identification number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>								
<small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>									

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<small>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</small>	

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ATTACHMENT 5: PRICE REPLY FORMS

Attachment D – Proposed Budget Summary

Attachment E – Salary Allocation Plan

Attachment F – Fringe Benefits

Attachment D – Proposed Budget Summary

Budget Narrative

Please complete a proposed annual budget.

CCQ- Child Care Quality				
10/1/2020-9/30/2021				
COST CATEGORY/LINE ITEM	Quality Improvement Provider Budget	Personnel Cost Mentor/Assessor Funding	TRS Other Personnel Costs (Ex. Mgmt., CCQ Specialist, Other Support)	Total Budget
I. PERSONNEL WAGES				
Salaries (attach a detailed personnel schedule by position & percent of time)		\$ -	\$ -	\$ -
<i>Personnel Wages-Contractor</i>	-	-	-	-
II. PERSONNEL FRINGES				
FICA		-	-	-
Worker's Compensation		-	-	-
Unemployment		-	-	-
Health Insurance		-	-	-
EAP & Wellness		-	-	-
Retirement		-	-	-
Other Fringe Benefit Management		-	-	-
<i>Personnel Fringes-Contractor</i>	-	-	-	-

III. General Operations				
Office Supplies				
Printing				-
Postage				-
Telecommunications				-
Software Maintenance Fee				-
Equipment				-
Furniture & Fixtures				-
Utilities				-
Insurance				-
Staff Development & Conferences				-
Promotion (banners, flyers, media)				-
Local Mileage Reimbursement				-
Dues/Membership				-
Audit / Accounting Services				-
Advertising / Publicity				-
<i>General Operations-Subtotal</i>	-	-	-	-
IV. Staff Travel				
Staff Travel				-
<i>Staff Travel Subtotal</i>	-	-	-	-
V. Provider Related Expenses				
Provider Incentives				-

Program Supplies for Centers				-
Scholarships				-
<i>Provider Related Subtotal</i>	-			-
VI. Contractor and Professional Services				
Personnel Contracted Services				-
<i>Contractor and Professional Subtotal</i>	-	-	-	-
VII. Indirect Costs				
<i>Indirect Costs</i>				-
VIII. PROFIT (if applicable)				
<i>Profit Costs</i>				-
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -

Attachment E – Salary Allocation Plan

Fringe Benefit Rate: _____%

Instructions:

Salary Allocation Plan - (Attachment E) provides sufficient back-up data in conjunction with the Narrative; however, the narrative must contain adequate job descriptions to enable the Board to determine that the staff expenses are reasonable and necessary. If staff is salaried, and not paid on an hourly basis, simply divide the annual salary by 2080 hours (or the annual work hours specified in proposer's personnel policies) to convert salaries into an hourly rate. Fringe benefits should be itemized and the cost of each listed (as percent of total salary or a fixed amount) to indicate how the total is computed.

1. Enter fringe benefit rate
2. List separately each position to be paid from WSA funds
3. Enter hourly pay rate of each position
4. Enter annual salary of each position
5. Enter % of salary & fringe to be paid by WSA funds
6. Enter position's location

Attachment F – Fringe Benefits

Attachment F- Fringe Benefit Detail

	Percent of Salary
FICA	
Worker's Compensation	
Unemployment	
Health Insurance	
EAP & Wellness	
Retirement	
Other Fringe Benefit Management	
Total	0.00%

ATTACHMENT 6: CERTIFICATIONS

Attachment G - Certification Regarding Debarment

Attachment H - Certification Regarding Drug-Free Workplace

Attachment I- Certification Regarding Anti-Lobbying

Attachment J - Certification Regarding Conflict of Interest

Attachment K - Certification Regarding Texas Corporate Franchise Tax

Attachment L - Certificate of Compliance with Texas Family Code 231.006

ATTACHMENT 7: HUB CERTIFICATION

A HUB is defined as “Businesses (i.e. sole proprietorships, partnerships, corporations, limited liability partnerships/companies, joint ventures) which are formed for the purpose of making a profit, provided that at least 51% of the assets and interest of all classes of stock, and equitable securities are owned by one, or more individuals who are economically disadvantaged, and who have been historically underutilized because of their identification as members of the following groups: Asian-Pacific Americans, Black Americans, Hispanic Americans, Native Americans, and American Women.” WSA is committed to a goal of maximizing HUB utilization.

Five bonus points will be awarded to responsive proposals certified by the Texas Comptroller of Public Accounts or another bona fide certifying agency. HUB’s must indicate their certification number and the certifying agency on the Proposal Cover Sheet and attach a copy of the notice of certification to be eligible for bonus points. Certification must be current.

Whenever possible, WSA shall make positive efforts to utilize small businesses, minority-owned firms, and women’s business enterprises, in procuring services as stated in FMGC, as applicable.