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1501 Midwestern Pkwy, Ste 101
Wichita Falls, Texas 76302
Phone: 940.767.1432
Fax: 940.322.2683
<https://ntxworksolutions.org>

Request for Proposal #2021-006 For Fiscal Monitoring Services

Released by

Workforce Resource, Inc. dba Workforce Solutions North Texas

Issued: April 30, 2021

Deadline for Written Questions: May 13, 2021 by 5 pm CDT

Proposal Due: May 28, 2021 by 5 pm CDT

**1501 Midwestern Pkwy, Ste 101
Wichita Falls, Texas 76302
(940) 767-1432
Email: wsb@ntxworksolutions.org**

Serving the Texas Counties of Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young.

*Workforce Solutions North Texas is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas 1-800-735-2988 (Voice), 1-800-735-2989 (TDD) or 7-1-1*

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Section 1 Introduction

Workforce Resource, Inc. dba Workforce Solutions North Texas Board (WSNT), is a 501(c) (3) Non-profit Corporation that administers workforce development services funded by the Texas Workforce Commission (TWC) for the 11-county North Texas workforce development area, which consists of Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young counties.

WSNT is one of 28 local workforce development boards established by the Texas Legislature in 1995. Workforce Solutions North Texas is governed by a 27-member Board of Directors and the Chief Elected Officials of the 11-county region. Board members represent business, education, labor, community-based organizations, economic development, vocational rehabilitation, public assistance, and the public employment service. WSNT is responsible for planning and oversight of workforce development activities in the local workforce development area. It also serves as the designated administrative entity and grant recipient for federal and state workforce development funds allocated to the local area. WSNT is the administrative entity for four Workforce Solutions Centers, plus a mobile unit, that provide services to residents of North Texas.

Section 2 General Requirements and Purpose for the Proposal

Workforce Resource, Inc. dba Workforce Solutions North Texas (WSNT) is soliciting proposals from eligible, qualified, and experienced entities interested in providing financial monitoring review and fiscal integrity reviews. The reviews of subrecipients are to ensure the Board's obligations under its contract with TWC and the U.S. Department of Labor (DOL). Monitoring shall be consistent with the requirements set forth in the TWC Financial Manual for Grants and Contracts and Texas Administrative Code Chapter 802. This solicitation for fiscal monitoring services should not be interpreted as a solicitation for single audit services.

Scope of Work

Respondent will provide financial monitoring review and fiscal integrity reviews of subrecipient contracts. The purpose of the contractor fiscal monitoring is to ensure that:

- Intended program resources are expended on reasonable, necessary, and allowable activities.
- Resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse.
- Reliable and timely financial information is captured and reported.
- Applicable laws, rules, regulations, policies and contract terms and conditions are adhered to.

Fiscal monitoring includes the monitoring of the fiscal activities of the Board's subrecipient as they relate to federal and/or state funds administered by TWC.

1. Determine that expenditures have been charged to the cost categories and within the cost limitations specified in the applicable laws and regulations.
2. Determine whether there is compliance with provisions of applicable laws and regulations, contract provisions, uniform administrative requirements for grants and agreements as

promulgated in the circulars or rules of the Office of Management and Budget, and official directives.

3. Provide technical assistance as necessary and appropriate.
4. Development and implementation of a risk assessment tool and a fiscal monitoring plan, to be included into the Board’s comprehensive monitoring program.
5. Development of a reporting and resolution process.
6. When necessary, the development of written policies and procedures that describe and support continuous quality improvement of fiscal operations for approval of the Board.

Fiscal monitoring will include monitoring for compliance with the fiscal requirements of Federal and State programs that include but are not limited to:

- Child Care Services (CCS)
- Workforce Innovation and Opportunity Act (WIOA)
- Supplemental Nutritional Assistance Program (SNAP)
- Temporary Assistance for Needy Family (TANF/Choices)
- Employment Services (ES)
- Rapid Response

The Board's case file system is paperless along with some of subrecipients records, allowing fiscal monitoring to be accomplished remotely. Respondent will develop a general budget for services to be provided based upon experience, information provided in Request for Proposal (RFP) and anticipated fees. Respondent should be able to perform services thru remote access and virtual setting, therefore a travel budget may not be necessary. Fiscal integrity reviews will need to be completed before mid-August 2021.

Contractor	Contract	Contract Funding FY21
Rolling Plains Management Corp	Child Care Services	\$7,149,020
Equus Workforce Solutions	Workforce Onestop Services	\$2,188,540
Estimated Total		\$9,337,560

This RFP provides a uniform method for the procurement of the specified services, allowing for full and open competition. It contains the necessary background, requirements, instructions, and information for responding to this RFP. Services solicited under this RFP shall be procured in a manner consistent with TWC Financial Manual for Grants and Contract, Appendix D, Procurement.

Prior to execution of contract, successful Respondents must complete and sign the following:

- Certification Regarding Drug Free Workplace
- Certification Regarding Lobbying
- Certification Regarding Conflict of Interest

Fiscal Monitoring Services Solicited

A. Fiscal Monitoring Services include:

1. Coordinate monitoring plans and activities with WSNT and contractor staff.
2. Utilize a fiscal risk assessment tool with Board staff to identify high risk areas to identify the scope of the monitoring.
3. Utilize monitoring tools based on TWC monitoring requirements and Board contract requirements.
4. Develop a timeline for monitoring and reports submission.
5. Conduct entrance and exit conferences.
6. Conduct a follow-up review within a few months to ensure implementation of corrective action(s).
7. Develop recommendations for resolving compliance issues.
8. Prepare and submit draft, final and follow-up monitoring reports for each program monitored with all identified deficiencies (findings/observations) and required corrective actions, if applicable.
9. Present results to WSNT Monitoring Committee.
10. Maintain all reports, responses, and supporting documentation for seven years or submit all records to WSNT for retention.
11. WSNT may require special reviews dependent upon results of monitoring or other information.

B. Report Specifications include:

The reports will consist of, but not be limited to, the following elements:

1. Scope of review of the engagement.
2. Sampling methodology.
3. Description of the documentation and systems reviewed.
4. Findings, systemic issues, and/or observations for each program reviewed including identified strengths and weaknesses of WSNT service providers evaluated.
5. Identify weaknesses and reason(s) improvement is needed for each program reviewed.
6. Recommendations for identified weaknesses and development of corrective actions plans.
7. Draft reports will be forwarded to WSNT within ten days of the exit conference.
Contractor will submit a response prior to issuance of final report.
8. Final reports will be issued after approval is received from the Board.
9. Upon acceptance of final report, all related workpapers will be delivered to the Board.

Point of Contact

Procurement Contact: **Sharon Hulcy**
Workforce Solutions North Texas
1501 Midwestern Pkwy, Ste 101
Wichita Falls, Texas 76302
(940) 767-1432
Email Address: wsb@ntxworksolutions.org

Procurement Schedule

All dates are subject to change at Board's discretion.

Procurement Schedule

Issuance of RFP	April 30, 2021
Deadline for Written Questions	May 13, 2021 by 5 pm CDT
Board Posts Response to Written Questions on Website	May 18, 2021
Proposal Deadline	May 28, 2021 by 5 pm CDT
Tentative Award Announcement	On or about June 24, 2021
Contract Start Date	As soon as reasonably possible

Amendments and Announcements Regarding this RFP

WSNT will post all official communication regarding this RFP, including notice of tentative award, on the Board's website at <https://ntxworksolutions.org/business/> and the Texas Register or ESD. WSNT reserves the right to revise the RFP at any time. Responses must comply with any changes, amendments, or clarifications posted to Board's website prior to the date the Response is due. **It is the responsibility of interested parties to periodically check WSNT website for updates to the procurement prior to submitting a Response.**

Eligible Respondents

In accordance with the DOL regulations at 29 CFR Part 98, WSNT is prohibited from awarding funds to any party debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs. Respondents are responsible for familiarity with all applicable regulations and applying them in developing the RFP response. Respondent selected will be required to assume full responsibility for all activities and services included in the contract. No assignment of contract or interest, in any part, to any third party shall be allowed.

Historically Underutilized Businesses

State and federal program subrecipients are required to make a good faith effort to contract with, or make purchases from, historically underutilized (disadvantaged) businesses certified by the State of Texas, as that term is defined by state law in the Texas Government Code, Title 10, Subtitle D, Chapter 2161.

Administration of this Request for Proposal

Governance

Programs and activities to be monitored via this RFP are governed by the Department of Labor, Department of Health and Human Services, Administration of Children and Families, Department of Agriculture, Texas Workforce Commission, Board's Integrated Plan, and Board's Policies and Procedures.

Type of Contract

WSNT may execute a fixed-fee or cost reimbursable contract. All contracts shall be contingent upon the receipt of sufficient funding from TWC. Final contracts will also be subject to any changes in the legislation, regulations or policies promulgated by the federal and state funding sources. WSNT retains the right to vary or change the terms of any contract solicited via this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary in the interest of the Board.

WSNT reserves the option to renew the contract on an annual basis, or lesser period for a total contract term not to exceed five consecutive years total.

Record Retention and Confidentiality

For the term of the contract, the contractor will maintain accurate records and any documentation as required by State and /or Federal regulations. The contractor will provide copies of all such documentation and records as determined by WSNT. After termination of contract, the contractor is required to keep all records for seven years from time of service and close of audit. The contractor agrees to maintain the confidentiality of all records required by law or administrative rule to be protected by disclosure. The contractor agrees to hold harmless, defend, and indemnify WSNT from any claim or damage, include reasonable attorney's fees and cost or from any fine or penalty imposed because of the improper disclosure by the contractor of confidential records at its expense. The contractor shall maintain all records required to be maintained to the resulting contract in a manner to be accessible by WSNT upon demand.

Governing Provisions and Limitations

Violation of any of the following provisions may cause a Response to be rejected.

- The only purpose of this RFP is to ensure uniform information in the solicitation of Responses and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit WSNT to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the Board. WSNT will not pay any costs for the preparation of a response to this RFP.
- WSNT reserves the right to negotiate the final terms of all contracts or agreements with Respondent selected and any such terms negotiated because of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the Board.
- WSNT reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the TWC or other funding sources or due to legislative changes.
- Respondents shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of WSNT for the purpose of having an influencing effect toward their own Response or any other proposal submitted hereunder.
- No employee, officer, or agent of WSNT shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a Response to be rejected. This does not preclude joint ventures or subcontracts.

- All Responses submitted must be original work products of the Respondents. The copying, paraphrasing or other use of substantial portions of the work product of others and submitted hereunder as original work of the Respondent is not permitted. Failure to adhere to this instruction may cause the Response(s) to be disqualified and rejected.
- The contents of a successful Response may become a contractual obligation if selected for award of a contract. Failure of the Respondent to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful Respondent(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to WSNT because of the Respondent's failure to contract may be recovered from the Respondent.
- A contract with the selected Contractor may be withheld, at the Board's sole discretion, if issues of contract or questions of non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by WSNT if resolution is not satisfactory to the Board.
- Under Texas Government Code Section 552.003, WSNT 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 application qualifies for an exception to the Public Information Act, it must clearly indicate which information is deemed confidential and clearly state the grounds for the exception.

Administrative Requirements and Other Limitations

1. WSNT 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 Respondent will be required to obtain and provide proof for all insurances specified in this RFP and provide WSNT with proper certificates or policies prior to commencing work under a contract resulting from this RFP. WSNT 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. General Liability – contractor must carry general liability insurance coverage sufficient to cover any liability that may arise from the performance of a contract resulting from this RFP. General liability must cover bodily injury and property damage to a third party and personal injury; \$500,000 each occurrence or \$1,000,000 aggregate is required. A reasonable deductible is allowed, but not to exceed \$5,000 per occurrence. Contractor must be able to cover the cost of any deductible.
 - b. Errors and Omissions – Contractor must, at its own expense, must carry “errors and omissions” insurance or the equivalent. Contract funds cannot be used to pay for Errors and Omissions insurance.

- c. Motor Vehicle – if the contractor or its employees use motor vehicles in the conduct of 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 for 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 deductible of \$1000. Contractor must be able to cover the cost of any deductible.
 - d. Workers’ Compensation – Contractor must ensure that all employees are covered by worker’s compensation insurance. If self-insured, the contractor must warrant that it will maintain coverage sufficient to cover any liability that may arise from performance under a contract resulting from this RFP.
4. Contractor, including all its employees, must comply with all Information Technology access and user policies and requirements of the Board and/or TWC.

Applicable Rules and Regulations

- 1. Generally Accepted Accounting Principles (GAAP)
- 2. Portions of the Social Security Act [42 USCA Section 301]; § 403-419, 42 U.S.C. § 603-619, as amended.
- 3. 40 Texas Administrative Code (TAC) Chapters 800, 801, 809, 811, and 813.
- 4. Consolidated Appropriations Act of 2005, Pub. L. 108-447.
- 5. Balance Budget Act of 1997, Public Law (Pub. L.) 105-33.
- 6. Deficit Reduction Act of 2005, Pub. L. 109-171.
- 7. Texas Human Resources Code, Chapters 31, 34, and 44.
- 8. State law at Texas Labor Code, Chapters 302 and 307.
- 9. Wagner-Peyser Federal Regulations at 20 Code of Federal Regulations (CFR) Part 652
- 10. Workforce Innovation and Opportunity Act (WIOA) of 2014 [Public Law 113-128] and the federal regulations at 20 CFR Parts 603 and 651 through 688.
- 11. Food Stamp Act of 1977, 7 U.S. Code (U.S.C.) §§ 2011-2036 et seq. (the Act) as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), 42 U.S.C. § 601 et seq., and the Balanced Budget Act of 1997, 42 U.S.C. §§ 603a-609a.
- 12. Farm Security and Rural Investment Act of 2002 [Public Law 107-171].
- 13. Food Conservation, and Energy Act of 2008 [Public Law 110-246].
- 14. 7 Code of Federal Regulations (CFR) Parts 271-273.
- 15. Approved SNAP E&T State Plan of Operations.
- 16. Supplemental Nutrition Assistance Program Employment and Training: A Comprehensive Guide
- 17. Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) [Public Law 104-193] 42 U.S.C. §§601 et. Seq.
- 18. Federal regulations issued by the US 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.
- 19. Approved State Plan for TANF.
- 20. Approved Texas TANF Work Verification plan.
- 21. The TWC Choices Guide.

22. Child Care and Development Block Grant Act of 1990, 42 U.S. Code (U.S.C.) §§ 9858 et seq.
23. Approved State Plan for CCDF.
24. Trade Act of 1974, 19 U.S.C. §§ 2271-2322, as amended, Public Law 93-618, as amended.
25. Trade regulations at 20 C.F.R. Part 617 and 29 C.F.R. Part 90.
26. All related United States Department of Labor guidance for work training programs.
27. Sections of the TAC title 40, Part 20 and the Texas Government Code Chapter 2308, as they pertain to the workforce center systems, operations, and programs.
28. U.S. Department of Treasury, CARES ACT
29. Approved Local Workforce Development Integrated Board Plan, including amendments.
30. Workforce Development (WD) Letters, Technical Assistance (TA) Bulletins, and other Agency policy directives.
31. Rules, policies, and plans of TWC and WSNT related to workforce center systems, operations, and programs; and
32. All other applicable acts, regulations, letters, manuals, policies, and procedures and updates as available.

Section 3. Submission of RFP Information

Questions

Submit questions regarding this solicitation by email to wsb@ntxworksolutions.org. Questions will not be accepted after 5:00 p.m. (CDT) on May 13, 2021. Verbal questions will not be accepted or included in addendum. Answers will be posted on the <https://ntxworksolutions.org/business/> on or about May 18, 2021. This ensures all interested Respondents are informed on an equitable basis.

Other than as specified above, all members of the Workforce Solutions North Texas Board, Board staff, individuals that have reviewed the RFP prior to its release, authorized representatives, or agents of WSNT are precluded from entertaining or answering questions concerning this RFP or the procurement process.

Format for Written Questions

All questions and comments regarding this RFP must:

- Be submitted electronically to wsb@ntxworksolutions.org; and
- Reference the appropriate RFP page and section number.

Right to Reject Responses or Portions of Responses

WSNT may, at its discretion, reject all Responses or portions thereof.

Amendments to Proposals

Respondents have the right to amend their Responses at any time prior to the Response deadline.

Withdrawal of Responses

Respondents have the right to withdraw their Responses from consideration at any time prior to the Response deadline.

Debriefing and Appeals

Debriefing

The purpose of a debriefing is to promote the exchange of information, explain WSNT Response evaluation system, and help unsuccessful Respondents understand why they were not selected.

Procurement staff will meet with the requesting party and review WSNT RFP evaluation process and how the response was scored or ranked. Respondents can gain a better understanding of WSNT procurement processes and how to improve their responses or proposals, while staff gets direct feedback to help improve future procurements.

Request for Debriefing

Respondents who desire a debriefing must submit a written request within three (3) workdays of the receipt of the Board's notification of the procurement decision. In the debriefing, the Respondent will obtain information on the procurement process and how its response was reviewed and ranked. WSNT shall acknowledge receipt of the request for debriefing in writing within three (3) workdays of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible, and no later than 10 workdays from the written receipt of the request for debriefing. Debriefings will take place at WSNT office in Wichita Falls, Texas.

Written Request for Appeal

A debriefing is required prior to submission of an appeal request. If after the debriefing, the requesting party chooses to appeal, it must submit to WSNT a written request for appeal within 14 calendar days of the debriefing. This written request must clearly state that it is an appeal and identify:

- The funding decision being appealed (i.e., specific date of RFP, and WSNT action).
- The name, address, phone, email address and fax number (if available) of the appealing party(ies).
- Remedies being requested; and
- The grounds of the appeal.

All grounds to be considered for the appeal must be stated in the written request for appeal. The request for appeal must be sent by registered mail or hand delivered (a receipt will be issued), clearly identified externally as "Dated Material" and addressed to:

Lisa McDaniel, Executive Director
Workforce Solutions North Texas
1501 Midwestern Pkwy, Ste 101
Wichita Falls, Texas 76302

Fax or e-mail notices will NOT be accepted. Written acknowledgment of receipt of the request for appeal will be provided to the appealing party within 5 workdays of receipt of the request.

Formal Hearing and Final Decision

A formal appeal hearing shall be conducted within 15 workdays of the date of the request for appeal. The formal hearing of the appeal will be conducted by WSNT Executive Director or designee. Consideration will be given to the written appeal information presented and additional information provided during the formal hearing. Additional information may be requested during the hearing by the hearing officer. After full review, an appeal decision will be rendered in writing not later than 60 calendar days from the date of the written request for appeal. The decision shall be the final decision and end the appeal process at the local level.

Section 4. Proposal Submission Requirements

Proposals will become the Boards' property and will not be returned.

Number of Copies/ Instructions

- Number of copies – one complete electronic copy must be submitted by the deadline.
- Proposals must be typed and submitted on 8 1/2 x 11-inch paper, using no less than a 12-point font, with sequentially numbered pages.
- An incomplete proposal may be deemed non-responsive.

Order of Proposal Content

Proposals must include the following and be in the order below.

- Proposal Cover Sheet (first page, signed)
- Response checklist
- Completed Response Template
- Completed Budget
- Certification of Respondent
- Certification Regarding Debarment
- Historically Underutilized Business (HUB) current notice of certification

Proposal Validity Period

Each proposal will remain valid for the Board's acceptance for a minimum of ninety (90) days after the submittal deadline, to allow for evaluation, selection and WSNT action, if applicable.

Section 5. Evaluation

The following shall apply to the evaluation process.

Proposal Evaluation Criteria

Proposers must achieve an overall score of at least **70 points** to be considered for the award of funds. The review and evaluation of proposals shall be based upon the following criteria:

- A. Determination of Responsiveness – all proposals received/delivered by the deadline will be reviewed for responsiveness to RFP requirements (required number of copies, format, content, order, forms, etc.).
- B. Evaluation Criteria -All proposals determined to be responsive will be evaluated using the criteria listed below:

CRITERIA	POSSIBLE POINTS
Criteria 1: Information Regarding Firm/ Monitors - Respondents will be evaluated to measure their educational and training credentials and experience of fiscal monitoring areas listed in RFP.	0 - 25
Criteria 2: Information Regarding Fiscal Monitoring Process - Proposals will be evaluated to determine the respondent’s processes for fiscal monitoring.	0 - 25
Criteria 3: Work Plan with Timelines - Proposals will be evaluated to determine the reasonableness of timelines for monitoring.	0 - 25
Criteria 4: Budget/Reasonableness of Cost - Proposed budget will be evaluated for reasonableness of cost, clarity in identifying and explain costs, minimization of operating costs, the overall competitiveness of costs compared to other proposals.	0 -25
Criteria 5: Historically Underutilized Business (HUB) bonus points - Proposals that document HUB status will be awarded five bonus points. HUBs must attach a copy of the notice of certification to be eligible for points awarded under this section.	0 - 5
Total Possible Points for Proposal Response:	105

ATTACHMENTS

Attachment A - Cover Sheet

Legal Name of Proposing Entity and dba, if any:	
Mailing Address:	
Physical Address:	
Contact Name:	
Telephone Number:	
Cell Phone Number:	
Fax Number:	
E-Mail:	
Type of Organization	<input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other (specify)
Date Established:	
Federal EIN:	
Texas State Comptroller ID Number:	
Historically Underutilized Business?	<input type="checkbox"/> Yes (if yes, attach current certificate) <input type="checkbox"/> No
Proposal Response Valid For 90 Days:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Typed Name & Title of Authorized Signatory:	
Signature and Date:	

Attachment B - Response Checklist

Respondent Name:

The following checklist is provided to ensure the Response information is in the correct order and labeled as directed.

Items Required	Attached	Page #
One (1) signed electronic packet of all required documents and forms.	<input type="checkbox"/>	
Cover Sheet – <i>Attachment A</i>	<input type="checkbox"/>	
Response Checklist – <i>Attachment B</i>	<input type="checkbox"/>	
Completed Response Template and Budget - <i>Attachment C</i>	<input type="checkbox"/>	
Certification of Respondent - <i>Attachment D</i>	<input type="checkbox"/>	
Required Certifications - <i>Attachment E</i> <ul style="list-style-type: none">• Certification Regarding Debarment, Suspension, and other Responsibility Matters	<input type="checkbox"/>	
HUB Certification (<i>if applicable</i>)	<input type="checkbox"/>	

Attachment C - Response Template

General instructions for completing the Response Template

All narrative responses to this RFP must be no less than 12 font. This document is unlocked, and Respondent may add lines as needed.

5.1 Information Regarding Firm/ Monitors (25 points)

Please complete the chart below indicating the staff that will be working on these reviews. Include their name, title, hourly rate and attach their resume.

Staff Name	Job Title	Hourly Rate

Describe your knowledge of the Workforce system as designed in Texas.

Describe your knowledge of risk analysis, desk and onsite review, statistical sampling and other monitoring techniques and strategies.

- a. List your experience in the delivery of compliance/fiscal monitoring services; listing experience for each contract (or similar) solicited in the RFP, especially for workforce boards and workforce programs: Child Care, WIOA, TANF/Choices, SNAP, and Alternative Funding.

- b. Provide three letters of reference for organizations (on their letterhead) that you monitored within the last three years. Letters of Reference should include information related to services, such as, date of service, and type of service(s) performed, and contractual outcome.

- c. Describe any disciplinary actions taken against your firm or staff by a professional organization and the status of any adverse actions.

5.2 Information Regarding Fiscal Monitoring Process (25 points)

Provide your process to monitoring services, to include:

1. Establishment of engagement

2. Develop a risk assessment and monitoring instruments

3. Desk review

4. Document request and field confirmation dates

5. Entrance conference

6. Fieldwork

7. Exit Conference

8. Draft Report

9. Final Report

10. Follow Up Report (if applicable)

5.3 Dates and timelines

Complete the chart below with your proposed dates.

Monitoring Activity	Respondents Proposed Date
Initial meeting with WSNT Executive Director and board staff	
Creation and completion of risk assessment with board staff	

Enter proposed dates for the following reviews per subrecipient.

Review Areas	Develop Schedule	Entrance	Fieldwork	Exit	Draft Report	Final Report
Rolling Plains						
Equus Workforce Solutions						

5.4 Budget/ Reasonableness of Cost (25 points)

Submit a budget/ work plan for this project using your own form.

- The work plan dates must be based on dates in the timeline in section 5.2 above.
- State the number of hours for each program to be monitored.
- A resume must be included in section 5.1 above for each assigned staff.

Attachment D - Certification of Respondent

I hereby certify that the information contained in this Response and any attachments are 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 the Workforce Solutions North Texas, has assisted in the preparation of this Response.

I acknowledge that I have read and understood the requirements and provisions of the RFP and that this organization will comply with the procurement standards applicable under this RFP, and any other applicable local, state, and federal regulations and policies.

I also certify WSNT is authorized to verify references and stated performance data and to conduct credit and criminal background checks if needed, and furthermore that:

I, _____ (Type Name of Signatory Authority) am the _____ (Type Title) of the corporation, partnership, association, public agency or other entity named as Respondent herein and that I am legally authorized to sign this proposal and submit it to Workforce Solutions North Texas, on behalf of said organization by authority of its governing body.

ATTEST:

(Respondent Signature)

(Collateral Signature)

(Typed Name)

(Typed Name)

(Typed Title)

(Typed Title)

(Date)

(Date)

Subscribe and sworn to before me this _____ day of _____, 20____, in _____, County, State of _____

(SEAL)

Notary Public in and for _____ County, _____ State, _____

Date Commission Expires: _____

Attachment E - Required Certification Regarding Debarment

Respondent must complete, sign, and attach this form for the following certification.

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), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- Have not within a three-year period preceding this proposal been convicted 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;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and
- Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) 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 participant shall attach an explanation to this proposal.

Name of Individual or Organization submitting a proposal.

Name and Title of Authorized Signatory

Reminder

- Insert HUB Certification (if applicable)