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Request for Proposal #2022-008 For Child Care Services Management & Operations

Released by

Workforce Solutions North Texas Board

Issued: April 6, 2022

Bidders Conference Call: April 20, 2022, 2:00 p.m.

Proposals Due: May 20, 2022, 4:00 p.m.

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

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Relay Texas: 800-735-2989 (TDD), 800-735-2988 (Voice) or 711.

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SECTION 1 – INTRODUCTION

Workforce Resource Inc. dba Workforce Solutions North Texas (hereinafter referred to as “WSNT”) is a 501(c)(3) Non-profit Corporation governed by a 27-member Board of Directors, which is appointed by local Chief Elected Officials (CEOs) in accordance with the provisions of Texas Senate Bill 642, Texas House Bill 1863 and the federal Workforce Innovation and Opportunity Act of 2014.

WSNT is a volunteer board composed of community leaders representing business, labor, education, economic development and government. WSNT is the oversight entity for workforce development services and administers workforce development services for 11 counties of North Texas. The North Texas Board Area encompasses eleven counties: Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young.

The primary responsibility of WSNT is to identify the workforce needs and issues, provide policy and program guidance and evaluation of workforce development programs and services that affect area employers, residents and job seekers. WSNT also oversees programs that address the needs of economically disadvantaged individuals and dislocated workers in the North Texas Workforce Development Area (WDA), while striving to achieve the goals and objectives of the programs as outlined in the local strategic plan.

WSNT ensures that programs meet the needs of the local area and the performance goals set by state and federal regulations. To accomplish this, WSNT, through regular and subcommittee meetings throughout the year, develops program policies, directs the subrecipients in program design and implementation, oversees service delivery, and monitors results.

SECTION 2 – GENERAL REQUIREMENTS AND PURPOSE FOR THE PROPOSAL

PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

WSNT is soliciting proposals from eligible, qualified, and experienced entities to effectively manage and operate the Child Care Services (CCS) in the North Texas Workforce Development Area (WDA). Specifically, the RFP is soliciting proposals to manage and staff the CCS office located within the Wichita Falls Workforce Solutions Center to serve the North Texas WDA. Proposer’s staff will provide direct child care services of child care scholarships funded through WSNT to carry out the goals and objectives established by the Texas Workforce Commission (TWC) and WSNT. Child care services are support services for workforce employment, job training and other services under Texas Government Code, Chapter 2308, and Chapter 801.

Through this competitive process, WSNT hopes to solicit productive, innovative responses to the new challenges of workforce development. WSNT expects to award one contract for the management and operation of CCS in WSNT’s 11-county workforce development area. Changes

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to the scope of work and/or resultant contract(s) shall be subject to the availability of funds, successful contract negotiations, applicable procurement standards, and the laws, rules, regulations, and policies governing the programs funded under this RFP.

Eligible Proposers

Eligible providers may include the following:

- Government agencies or governmental units, such as: Local, County, Regional governments;
- Indian Tribes, Tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations (collectively referred to herein as "Indian Tribes");
- Community-based organizations, not-for-profit entities, or workforce intermediaries;
- Other interested organizations that are capable of carrying out the duties of the one-stop operator, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;

To be fully inclusive and promote open competition, WSNT notes that the above proposer definitions can include:

- Partnerships, consortiums or joint ventures may submit a proposal. All parties must be eligible proposers and a signed certification (Attachment D – Certification of Bidder) must be obtained from each party attesting to their agreement to all terms of the proposal and any resulting contract, if awarded.
- Proposals from partnerships, consortiums or joint ventures must clearly identify the lead entity that will be responsible for overall operations, financial accountability, legal obligations, and all reporting requirements. A copy of the partnership/consortium/joint venture agreement must be submitted as part of the proposal. The agreement must detail the roles and responsibilities of each party to the agreement. WSNT reserves the right to have such arrangements reviewed by legal counsel to ensure that they are legally binding.
- Proposals may be submitted using a Managing Director/Professional Employer Organization Model (MD/PEO). A contract awarded under this model will be between WSNT and the entity employing the Managing Director only. It is the sole responsibility of the proposing MD/PEO entity to provide CCS staff using a PEO or staff companies.
- If submitting a proposal using a MD/PEO model and there is an existing agreement, a copy of the agreement must be included in the proposal. If an agreement is not currently in place, please describe the plan to obtain one including the timeline and potential staffing companies.

WSNT encourages proposals from organizations qualifying as a Historically Underutilized Business (HUB) and/or a Small Business. Minority, disadvantaged, veteran and/or women-owned businesses are encouraged to respond to this RFP.

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Ineligible Proposers

- Individuals are not eligible proposers.
- Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any procurement of non- procurement programs by any Federal department or agency are not eligible to respond to this RFP.
- Any entity that has an outstanding Unemployment Insurance overpayment balance payable to the State of Texas or any for-profit corporation that is delinquent in its franchise tax payments to the State of Texas is ineligible to respond to this RFP.
- Entities that directly provide developmental services (training or education services) are ineligible to respond to this RFP.
- Elementary and other secondary schools are not eligible to become a Workforce Center operator.

Proposer Competency

The selected proposer must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFP. Proposers must meet high standards of public service and fiduciary responsibility.

WSNT requires assurance that the proposer's performance of the terms and conditions of the contract will be undertaken in accordance with the highest-level of integrity and business ethics. The selected proposer must be capable of implementing a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy, and management of CCS operations.

Proposers are responsible for being knowledgeable of all laws, regulations, rules, and policies of the funding sources identified in this RFP. WSNT will provide training on any WSNT-specific documents, policies and procedures, as necessary, to the selected proposer. Copies of pertinent statutes and regulations may be found through the Texas Workforce Commission web page at [Laws & Rules - Texas Workforce Commission](#). Other information resources on the internet are as follows:

TAC/TWC Rules

[Http://www.twc.texas.gov/agency/texas-workforce-commission-rules](http://www.twc.texas.gov/agency/texas-workforce-commission-rules)

TWC Program Information

<http://www.twc.texas.gov/programs>

TWC Policy Issuances

[Workforce Policy and Guidance | Texas Workforce Commission](#)

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TWC Financial Manual for Grants and Contracts
<http://www.twc.texas.gov/agency/financial-manual-grants-contracts>

If WSNT determines, at its sole discretion, that the potential awardee of a contract is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of a contract, it shall not enter into a contract and will terminate any contract immediately if already in place.

Governing Provisions And Limitations

Any of the following provisions may cause a proposal to be disqualified and/or rejected from consideration:

1. All proposals submitted to WSNT in response to this RFP become the exclusive property of WSNT.
2. Proposal, if accepted, will become the basis for the contract scope of work.
3. The primary purpose of this RFP is to ensure uniform standards and information in the solicitation of proposals and procurement of the management and operation of Child Care Services in the North Texas WDA. 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 in the preparation of a response, or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by WSNT.
4. WSNT reserves the right to accept or reject any or all proposals received, to cancel 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 submitting the lowest priced/cost offer, but rather to a respondent submitting the most responsive proposal that satisfied the WSNT's requirements and is determined to be in the best interest of WSNT.
6. WSNT reserves the right to award a contract(s) for any services solicited in this RFP in any quantity WSNT determines is in its best interests.
7. WSNT reserves the right to extend, shorten, increase, or decrease any contract awarded as a result of this RFP.
8. WSNT reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
9. WSNT reserves the right to waive any defect in this procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. WSNT will provide notifications of any changes in this RFP to all respondents recorded in the WSNT official distribution log and receipts record as having requested or received a copy of this RFP.
10. WSNT reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of WSNT and impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract.
11. WSNT reserves the right to contact any individual, agency, employer or granting agencies listed in a proposal, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from all proposers.

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12. WSNT reserves the right to conduct on-site reviews of records, systems, procedures, including credit and criminal background checks of any entity selected for funding under this RFP. This may occur either before or after the award of a contract or agreement. Any misrepresentation of the proposer's ability to perform as stated in the RFP response may result in the cancellation of any contract or agreement awarded.

13. Any entity and/or each entity of a partnership or consortium selected for funding under this RFP will be subject to a Pre-Award review in accordance with Chapter 14 of the TWC FMGC to determine the proposer's level of risk of non-compliance or non-performance under contract. This will include, but not be limited to a review of the proposer's prior three (3) year financial history, record keeping procedures, management systems, accounting and administrative systems and procedures. The selected proposer will be subject to a fiscal integrity evaluation in accordance with 40 TAC, Chapter 802.21 before each contract renewal.

14. WSNT reserves the right to withdraw an award of any contract based on unsatisfactory results of the pre-award survey.

15. WSNT reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received from TWC or other funding sources or due to legislative changes.

16. Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, Board member, employee, proposal evaluator, agent of WSNT or elected official for purposes of having an influencing effect on this procurement.

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

18. No officer, Board member, employee, proposal evaluator or agent of WSNT shall participate in the selection, award or administration of a contract supported by CCS funds if a conflict of interest, or potential conflict, is involved.

19. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause the proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.

20. The contents of a successful proposal will become a contractual obligation if selected for the award of a contract. Failure of a proposer to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages accruing to WSNT because of a successful proposer's failure to contract with WSNT may be recovered from the proposer.

21. A contract with a selected proposer may be withheld, at the sole discretion of WSNT, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. WSNT may withdraw the award of a contract if the resolution is not satisfactory to WSNT.

22. The solicitation and selection of proposals must conform to all relevant federal, state, and local laws, regulations, rules, and policies governing the procurement of goods and services. Proposers are responsible for familiarizing themselves with such matters.

23. All proposal 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 or proper citation, is prohibited.

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24. 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 plea, of error or mistake shall be available to a successful bidder as a basis for release from proposed services. Any damages incurred by WSNT as a result of a successful proposer's failure to contract may be recovered from the proposing entity.
25. A contract with the selected proposer may be withheld, at the sole discretion of WSNT, if issues 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 WSNT.
26. Selected contractor must ensure that the CCS program is adequately always staffed during the duration of a contract.

Administrative Requirements And Other Limitations

1. WSNT will provide any training and/or technical assistance needed by the selected contractor in regard to WSNT policies, documents, procedures, etc. that are specific to WSNT.
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, background checks, training, evaluation, etc. of 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 of all required 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 and its Board of Directors must be listed as an additional insured party on each policy. Policies must remain in full force for the duration of a contract. Any changes in insurers, coverage, deductibles, modifications, alterations, or cancellations during the term of the contract must be immediately communicated in writing to WSNT.
4. Contractor will be required to procure all insurances required by this RFP. 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. 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 minimum 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) Directors and Officers – contractor must maintain Directors and Officers insurance (\$250,000 minimum coverage).
 - c) Errors and Omissions contractor must, at its own expense, carry “errors and omissions” insurance or the equivalent (\$250,000 minimum coverage). Contract funds cannot be used to pay for Errors and Omissions Insurance. If Errors and Omissions insurance is included in another type of insurance, the cost applicable to Errors and Omissions must be paid for from non-contract funds.
 - d) 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 \$100,00 liability per occurrence; \$300,000 aggregate liability; 100,000 property damage; personal injury protection; uninsured motorist

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protection; and a maximum deductible of \$500. Contractor must be able to cover the cost of any deductible.

e) Property – contractor shall maintain adequate casualty and theft insurance on all of its personal property, including removable fixtures and improvements, located in any property owned, leased or provided to the contractor against theft, fire, flood, and other hazards.

f) Workers' Compensation – contractor must ensure that all employees are covered by workers' 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. If the contractor is a government agency and is self-insured, then the contractor must be able to pay any obligation that it incurs under a contract, including any liability that may arise from the performance of a contract.

g) Fidelity Bond – contractor must obtain and maintain a fidelity bond that indemnifies WSNT against loss arising from a fraudulent or dishonest act of the contractor's officers and/or employees holding positions of fiduciary trust (i.e. individuals responsible for receiving or depositing funds, issuing financial documents, checks, or other instruments of payment). The contract must be the insured entity and WSNT must be the assigned certificate holder. The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash/reimbursement requests submitted on a given day or the cumulative amount of funds on hand at any given point, whichever is larger. In addition, contractor must secure additional amounts of funds against loss as specified in the TWC FMGC. Contractor must submit the bond to WSNT within ten (10) calendar days of the beginning date of a contract.

5. Profit is an allowable cost with for-profit entities only. Profit will be capped at no more than 10 percent of the operational budget and will be based on negotiated performance measures and targets. Profit will be negotiated as a separate item during contract negotiations.

6. Indirect Rates and/or Management Fees are allowable but must meet the requirements specified in the TWC FMGC. Rates and fees must be supported by appropriate documentation and auditable. Indirect Rates must be approved by a recognized cognizant agency. Indirect Rates and Management Fees shall be limited to no more than 10 percent, regardless of the organization's approved rate.

7. For purposes of this RFP, profit and indirect costs or management fees will be calculated against operational costs (i.e. personnel and related operating costs. Excluded are direct care costs).

8. All purchases/procurement of goods and services by the contractor with funds received under a contract with WSNT, must comply with all applicable procurement and purchasing requirements, including those described in the TWC FMGC. All non-expendable property purchased under a contract resulting from this RFP shall be the property of WSNT. Any such purchases must comply with WSNT policy and require prior review and written approval from WSNT.

9. Contractor must agree to cooperate with WSNT in the development and implementation of partnerships and collaborates with community partners while maximizing local resources. This includes cooperation, coordination, and implementation as may be requested by WSNT under any Memorandum of Understanding (MOU) or other agreement entered into by WSNT.

10. Contractor may have an annual audit conducted by an independent auditor in accordance with the Single Audit Act of 1984, as amended; OMB Circular A-133; and the requirements specified in the TWC FMGC. WSNT reserves the right to conduct or cause to be conducted an independent audit of all funds received under a contracted issued by WSNT, notwithstanding the preceding requirement. Such audit shall be conducted in accordance with applicable federal and state rules, regulations, and established professional standards and practices.

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11. Contract should have the financial resources or the ability to obtain financial resources sufficient to meet their short-term cash flow needs (up to 2 weeks) including payment of direct care costs. Cash advances will not be provided.
12. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations, policies, directives, plans, and funding source(s) requirements governing the CCS program.
13. Contractor shall be subject to compliance monitoring (financial and program). At any time during normal business hours, and as often as deemed necessary by TWC, the U.S. Department of Health and Human Services, or other State and Federal agencies, or their duly authorized representatives, shall have complete access to all records or papers related to a contract resulting from this RFP for the purpose of verifying contractual performance and compliance.
14. Contractor must have its own internal quality assurance and/or monitoring systems and procedures.
15. All contractor employees must comply with all Information Technology access and user policies and requirements of WSNT and TWC.
16. Contractor must have a cost allocation plan as required by regulations governing multiple funding sources. The cost allocation plan is a separate document from an approved indirect cost rate plan. The cost allocation plan must be approved by WSNT.
17. Contract must comply with applicable cost principles and administrative requirements set out in Federal OMB Super Circular 2, CFR Part 200, and 46 CFR Chapters 1, Part 31, as supplemented by final rules promulgated by the Texas Office of the Governor under the Texas Uniform Grants and Contract Management Standards and the TWC FMGC.
18. Contractor must comply with WSNT's marketing standards and guidelines.
19. Contractor must ensure the timely and accurate entry of client data and records into management information systems required by WSNT including The Workforce Information System of Texas (TWIST) and Cabinet.
20. Contractor must provide reports or information on clients, providers, finances, performance, and/or program operations as may be requested or required by WSNT.
21. Contractor shall be responsible for meeting or exceeded all federal, state, and local performance measures and targets associated with the CCS program.
22. Contractor is expected to fully cooperate with WSNT in the development and implementation of any changes to the CCS program, as deemed necessary and appropriate by WSNT or as required by TWC and/or legislative change.
23. Contractor shall ensure that the confidentiality of all client data is maintained in accordance with state and federal laws, WSNT and TWC policy. Contractor shall also ensure the security of client data in hard copy and/or electronic files in accordance with WSNT policy.
24. Contractor must agree to comply with TWC and WSNT rules, policies, directives, procedures, and plans and any contract modifications/amendments.
25. The selected Contractor will be considered as a subrecipient as defined in the Comptroller's Texas Grant Management Standards (TxGMS) and the TWC FMGC. WSNT may refer to the agreement between itself and the service organization as a "grant" or "contract", although it will be understood to be a sub-grant for services, and all federal or state requirements applicable to sub-recipients will apply to the selected Contractor.
26. Contractor will be required to prepare and maintain customer, provider, and financial records in accordance with instructions provided by WSNT. The selected Contractor will be required to retain all records of a program year for a minimum of seven (7) years past the date upon which WSNT accepts a grant/contract closeout.

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27. Contractor must provide reports upon demand on clients, providers, finances, and program operations as may be requested or required by WSNT.
28. The selected Contractor is required to ensure that all services provided pursuant to any executed contract are following the requirement of Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990 with respect to physical and program accessibility.
29. Private non-profit organizations and agencies of state or local government responding to this RFP must include the following: 1) a resolution from the respondent's governing body or board authorizing the submission of a proposal; and 2) a letter of transmittal from the chief executive officer of the respondent's organization.
30. Private for-profit corporations submitting a proposal must include a statement signed by an authorized representative of the corporation authorizing submission of a proposal.
31. The proposer must be current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas and has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.
32. The proposer certifies that the business entity is not ineligible pursuant to Texas Family Code Section 231.006 to receive the grant and acknowledges that any contract award resulting from this RFP may be terminated and payment may be withheld if this certification is inaccurate. If a Board member, corporate officer, individual, or controlling officer of the contractor is more than 30 days in arrears in payment of an obligation of child support, the contractor acknowledges that payments under the grant award resulting from this RFP may be suspended and/or the contract cancelled.

Activities and Services Solicited in this RFP

The services solicited in this RFP include operation and management of WSNT CCS. The operation of the CCS includes, but is not limited to, the provision of allowable services and activities funded by WSNT as listed on Supplemental Information packet page 4, under Scope of Work.

Other program services may be included based upon availability of funds for use at the CCS level. WSNT reserves the right to assign the selected proposer responsibility for managing additional workforce programs/services based on additional funds that may be awarded or made available to WSNT.

Activities and Services Not Solicited in This RFP

The following programs, functions, activities, and services are not solicited under this RFP:

- Planning, general administration, and general oversight of programs and contractors,
- Occupational training,
- Facilities to house operations,
- Equipment for operation of CCS, including fax machines, telephones, copiers, printers, furniture, and computer systems (desktops/laptops/servers),
- General IT services including IT personnel to assist with break/fix tasks, general

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service requests, infrastructure capacity planning, and maintenance.

Benefits

WSNT is committed to maintaining a program of quality and exceptional performance. Therefore, WSNT requires a stable staffing structure that gives preference to current CCS staff including, as one example of staff stability, the opportunity to retain employment during the initial six-month probationary period of the contract with their current salaries and benefits.

Proposers are expected to provide benefits comparable to those currently provided to CCS staff. If an alternative benefit structure is proposed, please describe variations. Current benefits include:

- Medical, Life, Vision and Dental Insurance – Regular full-time employees receive health, life, dental, vision insurance paid 100% for them by the employer. There are optional policies including additional life insurance, critical illness and accident insurance that employees must pay 100% and are payroll deducted.
- Retirement Plan – All regular full-time employees are eligible to participate in the Retirement Plan. Employees may contribute up to the maximum allowed by law. Employer contributes 5% regardless of the amount of the employees contributions.
- Holidays – Holidays are 13 days designated by WSNT during which WSNT offices are closed on what would otherwise be regular business days. Employees are paid their normal rate of pay for the designated holidays.
- Annual leave – All regular employees accrue paid leave time off, which includes vacation and sick leave.
- Regular full-time employees earn annual leave as follows:

Employment	Per Semimonthly Pay Period	Yearly Time
0-3 years	3.7 hours	12 days per year
4-10 years	4.6 hours	15 days per year
11 + years	5.2 hours	17days per year

Part time employees receive a proportionate amount based on their hours worked.

Performance Measures

Annually, WSNT receives proposed targets from the Texas Workforce Commission (TWC). Targets are generally (a) based on past performance, or (b) set exactly the same for every Workforce Area in Texas. For the current performance year, the following contracted performance measures were set in accordance with applicable laws:

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Measure	Target
• Avg # Children Served Per Day - Combined	1071
• # of Service Industry Recovery (SIR) Children Served	478

The selected proposer must have a thorough knowledge of child care programs and their performance requirements. The selected proposer is responsible for achieving performance standards and providing quality services to workforce system customers. At a minimum, the selected subrecipient must meet assigned TWC contracted performance measures and be competitive with other Workforce Development Boards in Texas. WSNT will assign to the proposer additional performance measures or changes as received by TWC. WSNT reserves the right to adjust, change and/or add additional measures as deemed appropriate. Performance measures are subject to change based on TWC and/or WSNT action.

Children Served

For the 2021 Performance Year, an average # of children served per day – combined is 1,011.

Contract Timeline

The cost reimbursement contract resulting from this procurement will begin October 1, 2022 and shall not extend beyond a total of five (5) years. Contract extensions will be considered in one-year increments and negotiated annually based on WSNT's evaluation of Subrecipient's successful performance and compliance with the terms and conditions of the contract.

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

Complete operations will begin October 1, 2022 with a four-week transitional period with costs allowed from September 1, 2022 to September 30, 2022. WSNT may vary the programs and/or contract period as necessary and shall ensure compliance with all program requirements and conditions in doing so. The contract will be monitored for performance on a monthly basis and may be amended or terminated if performance does not meet WSNT standards. Contracts may be expanded to include any other programs that WSNT determines necessary and appropriate.

Information Technology (IT) Requirements

The selected proposer, including all employees, must comply with all Information Technology access and user and security policies and requirements of WSNT and/or the Texas Workforce Commission (TWC). Required IT platforms and future systems adopted, include:

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- The Workforce Information System of Texas (TWIST) – used for intake, eligibility determination, tracking, and reporting system for child care programs.
- TWIST Web Reports – used to access canned reports for performance tracking and management for all Workforce programs. Both State-approved and Statewide reports are available, and extracts can be run to download client-level data for performance management purposes.
- Work-In-Texas (WIT) – used as the statewide job matching network. Allows employers to post jobs with advanced job matching capabilities. Allows job seekers to match jobs in the system, build a resume and provides access to career tools.
- VOS Greeter – used to register all customers visiting each workforce center. VOS Greeter matches customers up with TWIST and WIT information, allows customers to check in for appointments, and creates a record for new customers. Counts of customer visits can be extracted from this system.
- Health and Human Services’ Texas Integrated Eligibility Redesign System (TIERS) – provides Workforce with read only access to eligibility and benefit information for CCS customers.

The proposer should not budget funds related to technology except for cell phones for staff if the proposer desires to provide these. Technology-related expenses are included in the WSNT’s budget and WSNT will make necessary technology purchases, including licensing, software upgrades, replacement parts, and contracting. CCS staff currently have Internet and e-mail access through the Workforce Solutions North Texas Board.

Transition Planning

If selected, proposers must develop a Transition Plan that will support provision of services and related activities with a start date of September 1, 2022. WSNT requires that any entity awarded a contract resulting from this RFP:

- Provide current employees with the opportunity to retain employment during the initial six-month probationary period of the contract with their current salaries and benefits;
- Give priority consideration in employment to current employees providing services in the CCS who may be displaced as a result of this procurement;
- Provide for open enrollment into insurance/benefits for staff transitioned from the previous subrecipient with coverage available on the first day of employment (October 1, 2022); and
- Subject to negotiation with WSNT, agrees to accept rollover of accrued, unused leave time as allowed under the previous subrecipient’s policies for transitioned staff.

Equal Opportunity/Nondiscrimination

As a condition to the award of financial assistance, the grant applicant must comply fully with the nondiscrimination and equal opportunity provisions in the contract.

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Funding

Funds for CCS come from state and federal sources. Funding levels are set by contract at the beginning of the State of Texas fiscal year (October 1st); however, additional funding can become available at any point during the fiscal year. The proposer must be prepared to incorporate such funding and place additional children in care as necessary. All allocations of funds are subject to the availability of state and federal funding.

WSNT will reimburse the selected proposer for child care payments to child care providers in accordance with established policies and procedures.

The responses given to the questions asked in this RFP should take into consideration the amount of operations funds available to provide the services necessary to place and keep children in care. Payments from TWC are sometimes delayed; therefore, the CCS shall ensure the availability of at least ninety (90) days operations funds to defray cost of contract start-up and other unforeseen occurrences throughout the life of the contract.

According to federal regulations and TWC Administration Rules, if a workforce area has total expenditures of less than \$5,000,000, then no more than \$250,000 may be used for administrative expenditures.

For purposes of this RFP, WSNT is **unable to project the total allocation** (administrative and programmatic funds) for year one of the contract period, at this time. It is anticipated that the projected amount will be known on or about the time of the final negotiations of this contract. **The proposer will not receive all projected funds.**

Fiscal Year 2023 funding levels are shown below:

Direct Child Care (October 1, 2022 to October 31, 2023)	\$ 6,990,821
Texas Dept. of Family & Protective Services estimate (September 1, 2022 – August 31, 2023)	\$ 597,170
Child Care Match (October 1, 2022 to October 31, 2023)	\$ 589,378
Child Care Quality and TRS (October 1, 2022 to October 31, 2023)	\$ 142,670

Cost Categories:

There are only two cost categories: Administrative Operations and Program. Federal/state regulations mandate consistency in cost allocation. Therefore, a cost must be treated in like manner each time it occurs and for every funding source without prejudice to the type of funding. WSNT will hold a portion of all funds to cover its own administrative expenses.

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

Budget

The proposed budget must support the proposal narrative and include only those costs related to the operation and management of CCS in the North Texas area. All costs and budgets must be necessary, reasonable, allowable, and allocable under a federal or state award and meet the general allowability criteria established by the Office of Management and Budget Circulars and/or the Uniform Grant Management Standards, as applicable. Please refer to the TWC Financial Manual for Grants and Contracts for detailed information. Cost reasonableness will be determined by comparing each Proposer's proposed cost to other proposals received and to existing market rates. Other areas of review will include cost allocation methodology, competitive indirect rate or management fees, overhead costs, profit, budget narrative, and justification of costs. If successful, the proposed budget will serve as a basis for contract negotiations.

For purposes of this procurement, the proposed budget should be limited to administrative and operational costs, including but not limited to personnel wages; fringe benefits; insurance and bonding; audit services; professional services; indirect costs; management fees; and profit or performance bonus. Any contract resulting from this procurement shall include a cost allocation plan for any shared costs. The subrecipient will budget for direct care services and quality support services for approximately \$6,300,000.00. Budgets fluctuate based upon allocated and received grants.

The cost of facilities, including rent, utilities, phones, fax machines, technology, maintenance and repair are NOT to be included in the budget. These costs are covered by WSNT.

Budget Expectations and Limitations

When preparing the budget, keep in mind WSNT conducts procurement for workforce equipment, and facilities. The following costs are NOT to be included in the proposed budget:

- CCS facilities (i.e., rent, utilities, repair and maintenance, janitorial services, security, phone, data systems, servers, copiers, computers, shredding service, etc.) and
- Marketing activities (i.e., marketing/advertising related to customer outreach and recruitment).

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Budgets must include as applicable, but not limited to: salaries, benefits, insurance and bonding, audit services, professional services, indirect costs, profit, performance incentives, fees and all direct care funds.

Quality Assurance

WSNT requires assurance that the Proposer's performance of the terms and conditions of the contract will be undertaken in accordance with the highest level of integrity and business ethics. Proposers must be capable of implementing a system of self-monitoring, including the review of key data related to performance, quality assurance, fiscal integrity and accuracy, and program operations.

Outstanding Monitoring, Audit or Legal Concerns

Proposer must disclose and satisfactorily resolve any and all outstanding monitoring and/or audit concerns from any of the proposer's other contracts. Additionally, proposer must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, and/or principals. Such disclosures must be provided under Attachment G, Question 14 and listed in Attachment P – Listing of Grievances and Legal Actions.

Debrief, Grievances, and Appeals Process

Policy Statement – WSNT Board 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 as may have proper jurisdiction. All proposers will be notified by email of the final results of the procurement process within fifteen (15) working days following the final decision of WSNT.

Policy/Procedure for Submitting Appeals – This policy shall apply to appeals by service providers that have applied for an award of grant funds from WSNT pursuant to any federal, state or locally-funded program or activity.

Issues Subject to Appeal – Vendors/proposers/bidders (“Proposer”) affected by procurement actions or decisions of Board may appeal pursuant to this policy and procedures as to the following issues:

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- The action or decision of WSNT is alleged by the Proposer to be in violation of applicable federal and/or state law, regulation or policy regarding procurement and selection; or
- The action or decision of WSNT is alleged by the Proposer to be based upon an error of material and relevant fact(s); or
- The action or decision of WSNT 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 – Unless substantiated by material and relevant fact(s), the scoring and ranking of proposals is not subject to appeal.

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.

Proposers who wish to appeal a decision must utilize the following process:

STEP 1: Request for Debriefing - Proposers not selected by this procurement process may appeal the decision by submitting, within 10 working days of the receipt of WSNT notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The Request for Debriefing must be sent by email to:

Workforce Solutions Bids wsb@ntxworksolutions.org

Subject line: RFP CCS Management and Operations Request for Debriefing [Proposer's Name]

WSNT shall acknowledge receipt of the Request for Debriefing within 5 working days 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 15 working days from the receipt of the Request for Debriefing.

STEP 2: Debriefing - The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why they were not selected. Debriefings serve an important educational function for new proposers. Debriefings will help to improve the quality of future proposals. Additionally, staff receives direct feedback to help improve future procurements.

STEP 3: Written Notice of Appeal - If, after the debriefing, the appealing party wishes to continue with the appeals process, they must submit to WSNT a Notice of Appeal.

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This written notice must clearly state that it is an appeal and identify the decision being appealed and include the name, address, and phone number of appealing party and the grounds of the appeal. The Notice of Appeal must be received by the WSNT Executive Director within 15 working days of the date of the debriefing. The Notice of Appeal must be sent by email to:

Workforce Solutions Bids (wsb@ntxworksolutions.org)

Subject line: RFP CCS Management and Operations Notice of Appeal [Proposer's Name]

STEP 4: Formal Hearing - Upon receipt of the Notice of Appeal, the WSNT Executive Director will contact the proposer to arrange for a Formal Hearing to be held within 15 working days of receipt of the Notice of Appeal. The Formal Hearing will be held either virtually or at a designated place and at a date and time to be mutually acceptable to both parties. The WSNT Executive Director shall issue a written final decision resulting from the Formal Hearing within 60 calendar days of receipt of the Notice of Appeal.

STEP 5: Appeal to State - If the appeal is not resolved at the WSNT Formal Hearing, the proposer may appeal to the Texas Workforce Commission within 14 calendar days of the mailing date of the WSNT Executive Director's final decision.

SECTION 3 – SUBMISSION OF RFP INFORMATION

Proposal Requirements

Proposers must complete the entire Application Packet and any attachments included must follow the designated format. All attachments must be typed, single spaced, and 12-point font. Colored displays and promotional materials are prohibited. Each page of the attachments should be numbered as “page _of_” with the name of the bidder on each page.

Emphasis must be placed on addressing all of the requirements of this RFP in a clear and concise manner, and in the exact order as requested, see Attachment C – Response Checklist/Order of Submission.

Proposal Submission

Proposals must be submitted as a complete proposal packet. Proposals cannot be a scanned copy, but an original document saved as a PDF, with the possible exception of the pages that require signatures. Signatures can be digital, or hand signed, and the page added to the packet emailed. Consideration of proposals which are submitted after the RFP deadline is prohibited. Any modifications or amendments to a proposal already submitted must also comply with the submittal

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instructions and the response deadline. Any proposals or amendments delivered/received after the deadline will not be considered and will be deemed late and non-responsive to this RFP and procurement process.

All proposals must be received on time in the format indicated and must be responsive to all RFP instructions. WSNT will not be held responsible for late submissions or non-delivery of email.

CONFIDENTIALITY NOTICE regarding the inclusion of confidential, proprietary, trade secret or privileged information in an Application Packet submission.

Any confidential or proprietary information and data contained within a proposal must be clearly marked and labeled as such. Confidential/proprietary information submitted in response to this RFP will be handled in accordance with state law. WSNT is subject to the Texas Open Records Act. Proprietary information will be kept confidential by WSNT to the extent that state law permits. Proposals become the property of WSNT.

If the Proposer includes proprietary or otherwise confidential information in its proposal or other submitted documents, the Proposer must clearly mark and label all confidential, proprietary, trade secret or privileged material in 14 point or higher bold font on each page where the information appears and identify the specific exception to disclosure in the Texas Public Information Act (PIA) for each specific piece of confidential, proprietary, trade secret or privileged information. Additionally, all confidential, proprietary, trade secret or privileged information must be segregated in a separate and discrete section of the proposal to enable convenient separation and detachment from the other sections of the proposal.

Failure to properly label, identify, and segregate any confidential, proprietary, trade secret or other privileged information in the proposal may result in all such information or material being disclosed as public information. Merely making a blanket claim that the entire proposal is protected from disclosure because it contains any amount of confidential, proprietary, trade secret or privileged information is not acceptable, and may make the entire proposal subject to release under the PIA.

Submission Order

The proposal must be submitted with all required elements of the Application Packet and assembled in accordance with Attachment C - Response Checklist and Order of Submission.

All proposals must be received no later than **4:00 pm on May 20, 2022**. Proposals not received at the designated place by the specified date and time will not be accepted.

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Incomplete proposals and proposals not adhering to any RFP guidelines, specifications, and requests put forth in this RFP, and proposals missing required signatures will be disqualified for award consideration.

RFP Timetable

The following timetable of events is subject to change at the discretion of WSNT. All requestors of this RFP will be notified of all changes. All times shown in the RFP timetable are Central Standard Time (CST).

Information	Date	Time
Release of RFP	April 6, 2022	
Bidder's Conference Call	April 20, 2022	2:00 p.m.
Deadline for Submitting Bidders Questions	April 22, 2022	5:00 p.m.
Bidder's Question/Answer E-Response	April 26, 2022	5:00 p.m.
Proposal Due Date	May 20, 2022	4:00 p.m.
Begin Proposal Evaluation Process	May 24, 2022	
Begin Potential Interviews	May 26, 2022	
Complete Board Action	June 23, 2022	
Contract Negotiation Begins	June 27, 2022	
Transition Period Begins	September 1, 2022	
Contract Start Date	October 1, 2022	

This RFP is issued on April 6, 2022, by the Workforce Solutions North Texas Board, under the direction of Lisa McDaniel, Executive Director. Copies of the RFP are available from the following sources:

- Preferred: On-line: <https://ntxworksolutions.org/business/>
- E-mail a request to wsb@ntxworksolutions.org. Request must include the following information: name of organization, contact person, mailing address, phone number, and email address.

Bidder's Conference

In an effort to answer technical questions and review this Request for Proposal package with Proposers, as it relates to this procurement, a Bidder's conference call is scheduled for 2:00 p.m., April 20, 2022. Questions posed at the conference call will be answered to the extent possible and allowable, at that time. Questions concerning this procurement will not be accepted after 5:00 p.m. on April 22, 2022. Answers to all questions asked during the conference call and/or submitted in writing will be documented in a Question and Answer (Q&A) document and posted on the WSNT website <https://ntxworksolutions.org/business/> on or about April 26, 2022.

All questions should be emailed to:

Workforce Solutions Bids wsb@ntxworksolutions.org

Subject line: RFP CCS Management and Operations Q&A [Proposer's Name]

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Required Documents – Application Packet

The Proposer should respond to all questions and forms provided in the Application Packet document. Responses should:

- Provide a complete description of the proposed management and operation of CCS in narrative form.
- Respond to every question.
- Be clear and concise.
- Be presented in the exact order prescribed.
- Restate the question with the response immediately following the question.
- Use the same numbers and reference letters that appear in this RFP.
Note: Evaluators will not be able to find your responses if you change the reference system.
- Respond to questions without cross-referencing to another response.

General Instructions and Submittal

Proposals must be emailed to Workforce Solutions Bids wsb@ntxworksolutions.org and be received prior to the proposal submission deadline. Proposals that are received after the deadline will not be accepted.

WSNT will only accept emailed proposals. If a hard copy of the proposal is submitted, it will not be screened for this RFP and will not be returned unless the sender makes arrangements for return costs prior to return.

WSNT is not responsible for proposals emailed late, illegible, incomplete, or otherwise considered disqualified or late due to failure of electronic equipment or operator error.

Email proposals to:

Workforce Solutions Bids wsb@ntxworksolutions.org
Subject line: RFP CCS Management and Operations Proposal [Proposer's Name]
Authorized WSNT Contact: Sharon Hulcy, Contract Manager

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No additional material may be submitted after the due date and time. Proposals may be withdrawn upon written request if received before the RFP response deadline. Once the response deadline is passed, all proposals will become the property of WSNT.

Questions and Answers

Written questions regarding this RFP may be emailed wsb@ntxworksolutions.org until 5:00 p.m. on April 22, 2022. No questions may be submitted via telephone or in-person communication. A question and answer publication will be released by WSNT as per the Procurement Timeline. The question and answer document will be provided electronically to all entities who attended the Bidders Conference. It will also be posted on our website <https://ntxworksolutions.org/business/>. All questions should be directed to:

Workforce Solutions Bids wsb@ntxworksolutions.org
Subject line: RFP CCS Management and Operations Q&A [Proposer's Name]
Authorized WSNT Contact: Sharon Hulcy, Contract Manager

Other than questions submitted as directed above, WSNT Board members and staff are precluded from answering questions concerning this RFP or the procurement process. Contact with Board members or staff of WSNT or the current Subrecipient from the date that this RFP is released until the contract is awarded is strictly prohibited. Violations of this prohibition will result in the automatic disqualification of the proposal.

Withdrawal of Application

An Application may be withdrawn at any time prior to the selection announcement date by writing to the WSNT contact at:

Workforce Solutions Bids wsb@ntxworksolutions.org
Subject line: RFP CCS Management and Operations Withdrawal [Proposer's Name]
Authorized WSNT Contact: Sharon Hulcy, Contract Manager

A withdrawn Application will not be considered for award but will be retained by WSNT in accordance with the Application Information Confidentiality and Records Retention provisions in this RFP.

Amendment of Application

An Application may be amended in writing at any time after submission, but prior to the Application submission deadline. An amended Application must be submitted to the WSNT Contact at:

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Workforce Solutions Bids wsb@ntxworksolutions.org

Subject line: RFP CCS Management and Operations Amendment [Proposer's Name] Authorized WSNT Contact: Sharon Hulcy, Contract Manager

An Application may be amended after the Application submission deadline only at the direction of WSNT. Unless specifically requested by WSNT, material submitted after the Application submission deadline will not be considered.

SECTION 4 – SELECTION PROCESS

It is the policy of WSNT to conduct procurement in a manner that provides for full and open competition. An award will be made only to an organization possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract.

The selection and award of a contract resulting from this RFP will be made to a responsible Proposer who has the demonstrated competence and qualifications including but not limited to a satisfactory record of past performance, integrity and business ethics, fiscal accountability, sufficient financial and technical resources, established management and monitoring/quality assurance systems, and ability to meet the requirements and expectations of this RFP.

Evaluation Process

An initial review for responsiveness and compliance with the technical specifications and other criteria specified in the RFP will be conducted by Board Contract Manager. Responsive proposals submitted by the deadline will be evaluated using the objective criteria within the Application Packet. An evaluation committee, which may consist of staff, Board members, outside reviewers, or a combination of these, will evaluate proposals. The evaluation committee will independently evaluate each proposal. The committee will then meet to discuss Proposals and develop recommendations. The evaluation committee may request additional information from any proposer prior to developing a recommendation for consideration by WSNT. In selecting proposals for award of contract, WSNT reserves the right to depart from the strict ranking by evaluation scores whenever it deems such departure will better serve the best interests of WSNT and its constituents.

Upon conclusion of the evaluation process, the evaluation committee in conjunction with WSNT staff will develop a recommendation for the Board's Executive Committee. The Board's Executive Committee will review and comment on the committee's recommendation prior to presentation to the full Board. At the discretion of the Board Chair, the Executive Committee may interview the Proposer Authorized Representative. The full Board intends to make the selection decision during

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the June Board Meeting. All Proposers will be notified of the time and location of the Board meeting and are welcome to attend.

Evaluation of responses is conducted as follows:

All responsive proposals will be subject to review and scoring by the proposal review committee. Proposals will be scored independently by each evaluator based on the criteria identified in this RFP using a standardized instrument. The final scores will be the average of the independent scores of all evaluators.

1. WSNT staff will conduct a verification of references in the proposals.
2. The top scoring Proposers will be asked to send an Authorized Representative to interview with a subset of members of the WSNT Board. Proposers to be interviewed will be notified by phone and e-mail. Unless held virtually, all travel costs for attending the interview are the responsibility of the bidder.

The proposed Center Director and/or on-site managing director must be present at the interview. The interview will consist of a series of standardized questions posed to the individual by Board members.

Board members will score each proposer's oral responses in the interview based on the knowledge, skills and abilities demonstrated by the individual at the interview. The combined score for proposal review and interview will be the Proposer's final score. The Proposer receiving the highest total score will be recommended to the WSNT Board for consideration.

3. Combined recommendations of the Board members participating in the interview will be presented to the Board for final action.
4. Action by the Board in selecting a proposal for contract award will be subject to successful contract negotiations.

NOTE: The WSNT Board is not required to contract with the entity receiving the highest score/ranking as a result of the evaluation process. The Board reserves the right to depart from the scoring/ranking if it deems such departure better serves the interests of the Board and WSNT constituents.

WSNT may elect to award the contract with or without discussions with the Proposer. Should a contract be awarded without discussions, the contract will be based on the Proposer's Application submission, which constitutes a binding offer by the Proposer. To receive a contract, the Proposer must accept any additional or special terms and conditions listed in the contract and any proposed and accepted changes to the Proposal Application as submitted.

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Evaluation Criteria

Proposals must achieve an overall average score of at least 70% (210 points) to be considered for selection and award. Proposals will be evaluated based on Proposer’s responses to questions asked and information requested in the attachments to this RFP. The evaluation criteria and point values are as follows:

Criteria 1: Organizational Capacity and Capability	60 Points
Organizational history and structure, unique qualifications and experience. Overall approach and philosophy to managing and operating CCS and delivering customer services. Management and Measurements of Contracted Results.	
Criteria 2: Child Care Services	100 Points
Overall approach, design, strategies, and processes for managing staff who are providing Child Care Services.	
Criteria 3: Demonstrated Experience/Effectiveness	55 Points
History of successfully providing the same or similar services to those specified in the RFP, specifically relating to the success of any CCS: provider management, client services, fiscal management, and community leadership in child care issues. To include collaboration; customer flow; methods to identify customer needs and match them to appropriate services; monitoring systems; use of data including customer satisfaction to improve services; and outreach and recruitment of targeted populations.	
Criteria 4: Financial Management	35 Points
Sound financial condition, effective fiscal and administrative management systems, fiscal organizational structures, financial resources, financial capacity, and knowledge in accordance with Generally Accepted Accounting Procedures.	
Criteria 5: Cost Analysis/Cost Reasonableness	50 Points
Costs are reasonable, necessary, allocable and allowable. Other areas of review include cost allocation methodology, competitive indirect rate or management fees, overhead costs, and profit.	
Total Possible Points For Proposal Response:	300 Points

Additional Possible Points

Historically Underutilized Business (HUB) Bonus Points	10 Points
Interview, if needed	100 Points

Detailed explanation of the criteria listed above is located in the Application Packet.