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October 23, 2023

Monitoring Committee Meeting Notice

Members of the Monitoring Committee will meet **on Wednesday, October 25, 2023, at 11:00 am via Zoom** link below.

Join Zoom Meeting

<https://us06web.zoom.us/j/89971788324?pwd=fjAalgYdCO8wb1KdRp5y1IOrSVwhlx.1>

Meeting ID: 899 7178 8324

Passcode: 185597

One tap mobile +13462487799

Agenda

1. Call to order and introductions – Kristin Little, Chair
2. CCIP testing results, Employer Workforce Assistance (EWA) Technical Assistance Plan (TAP) on hold, and update on RFP Program Monitoring award recommendation.
3. Review summary of Workforce Center reviews
4. Review summary of Child Care reviews
5. Other discussion
6. Next meeting date to be determined with email poll
7. Adjourn

Texas Workforce Commission

A Member of Texas Workforce Solutions

Bryan Daniel, Chairman
Commissioner Representing
the Public

Aaron Demerson
Commissioner Representing
Employers

Alberto Treviño, III
Commissioner Representing
Labor

Edward Serna
Executive Director

August 31, 2023

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

Dear Ms. McDaniel:

We recently completed data validation testing of the Child Care and Development Fund (CCDF) program for the State of Texas, as administered by Workforce Solutions North Texas. Required by the U.S. Department of Health and Human Services Administration for Children and Families, CCDF data validation is a process for verifying data elements in client records by comparing them to source documentation to ensure compliance with federal requirements and appropriateness of fund use. This data validation initiative was conducted to ensure the accuracy of data collected and reported in the CCDF program for the Fiscal Year 2023.

Childcare improper payment testing for your Board resulted in no errors or concerns with improper payments.

Technical assistance for childcare program administration may be provided by contacting TWC Child Care and Early Learning staff.

We appreciate the support of you and your staff and look forward to our continuing partnership to ensure the quality of the data reported by the State of Texas.

Sincerely,



Mary B. Millan, Deputy Division Director
Subrecipient Monitoring
Division of Fraud Deterrence and Compliance Monitoring



Summary of Monitoring by Center October 2023

Workforce Center Contractor: Equus Workforce Solutions

INTERNAL MONITORING REPORT	PERIOD	ACCURACY RATE	FINAL ACCURACY RATE	Disallowed Cost
CHOICES Noncooperation-100%	2023.08	100%	100%	None
CHOICES Work Activities-100%	2023.08	94%	100%	None
PII-1 CENTER PER QUARTER	2023.Q2	70%	100%	None
PROCUREMENT REVIEW-100%	2023.Q2	100%	100%	None
SNAP Non-Cooperation-100%	2023.09	71%	79% (training issue on gained employment)	None
SNAP Work Activities-100%	2023.09	91%	98% (due to orientation hrs.)	None
SUPPORT SERVICES REVIEW-100%	2023.07	98%	100%	None
WIOA CASE NOTE REVIEW-100%	2023.07	77%	90% (bi-weekly contact now required)	None
WIOA Data Validation, MSG, Credential-100% (replaces WIOA CM)	2023.04	91%	95% (most will be updated in follow-up)	None
WIOA ELIGIBILITY REVIEW-100%	2023.09	99%	100%	None

HISTORY

On June 21, 2023 Workforce Solutions North Texas solicited a Request for Proposal (RFP) for **2023-009 Program Monitoring Services**. The objective of the RFP was to contract with qualified and experienced organizations to perform program monitoring services of its contractors that satisfies Board's obligations under its contract with the Texas Workforce Commission (TWC) and the U.S. Department of Labor (DOL). One proposal was received by the deadline, that did not meet our financial capability nor the schedule of completion needed. RFP **2023-010 Program Monitoring Services** was reissued on August 10, 2023 with more detail in the RFP for timelines to complete monitoring. One proposal was received by the deadline. The RFP proposal with evaluation criteria addressed by the requirements of the RFP and application questions answered by the Respondent; (1) Information Regarding Firm/ Monitors; (2) Information Regarding Program Monitoring Process; (3) Work Plan with Timelines; and (4) Budget/Reasonableness of Cost.

The responsive organization was:

- Diaz, Smith and Associates

The Proposal was evaluated by a team which included Anthony Louis, Melisha Rizan and Julie Young (Board Members). They evaluated the Proposal for criteria in RFP. The following Proposal evaluation was prepared.

PROPOSAL EVALUATION PROCESS

Proposal was first examined to determine responsiveness to the RFP. A point system was then used to evaluate the Proposal by taking the points assigned to a category item and taking an average of all scores for category item. (listed below). A minimum score of 70% was required.

	Criteria	Points
1.	<i>Information Regarding Firm/ Monitors</i>	25
2.	<i>Information Regarding Program Monitoring Process</i>	25
3.	<i>Work Plan with Timelines</i>	25
4.	<i>Budget/Reasonableness of Cost</i>	25
	Total	100

SUBMITTED PROPOSAL

- Proposal submitted by Diaz, Smith and Associates had an average score of **91 points**.

RECOMMENDATION

After a thorough evaluation by the Evaluation Team, we recommend an award be made to Diaz, Smith and Associates. Diaz, Smith and Associates can provide the services with expertise and a reasonable overall cost. Based on their Proposal and experience, Diaz, Smith and Associates offers the best value in support of the needs of Workforce Solutions North Texas.

Child Care QA Report -July 2023 to Sept 2023

Sunday, October 1, 2023

The Quality Assurance (QA) process is an in-house, case file auditing process that involves a preliminary QA audit and a final QA audit for any case being determined eligible for child care services.

Quality Assurance Numbers

Total Cases Reviewed	370	Average Monthly Accuracy rate	99.12%	100% Accuracy for all cases	Disallowed Cost	\$0.00	
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