



A proud partner of the **americanjobcenter** network

Request for Proposal #2026-003 Child Care Services Management and Operations

Supplemental Information

Released by
Workforce Solutions North Texas Board

Issued
May 1, 2026

KEY DATES		
Letter of Intent to Bid (LOI) Due	May 14, 2026	4:00 p.m. CST
Deadline for Submitting Questions	May 14, 2026	12:00 p.m. CST
Proposals Due	June 15, 2026	4:00 p.m. CST

Workforce Solutions North Texas is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: (800) 735-2989 (TDD) or (800) 735-2988 (Voice) or 711.

This document contains important information about workforce system services. Language services, including the interpretation/translation of this document are available for free by calling 940-322-1801. • Este documento contiene información importante sobre los servicios del sistema de empleo. Hay servicios de idiomas disponibles, incluyendo la interpretación y traducción de este documento, de forma gratuita llamando al 940-322-1801. • Tài liệu này có thông tin quan trọng về các yêu cầu, quyền hạn, quyết định, và/hoặc trách nhiệm để sử dụng các dịch vụ của hệ thống nhân lực. Các dịch vụ trợ giúp ngôn ngữ, bao gồm thông dịch/chuyển ngữ tài liệu này, có sẵn miễn phí khi quý vị yêu cầu.

Table of Contents

Purpose	3
Roles and Responsibilities	3
Values	3
Vision	4
Summary of Services	5
Client Services	5
Provider Services	6
Children with Disabilities	7
Securing Local Match	7
Coordination of Services with Other Entities	7
Internal Monitoring, Timely Data Entry, and Data Integrity	8
Automation, Phone System, and Paperless Document System	9
Financial Management, Claims Processing, Overpayments, and Inventory	10
Data Management, Adhoc Queries, and Referral Fixes	10
Financial and Data Reporting	11
Appeals, Fraud Prevention, Detection, and Reporting	11
Ongoing Staff Training and Development	12
Quality Customer Service	12
Resources	12
Workforce Solutions North Texas Locations	13
Staffing and Departments	13
Benefits	15
Adherence with Program Requirements	16
Outstanding Monitoring, Audit, or Legal Concerns	17
General Conditions of Contract	18
Equal Opportunity and Nondiscrimination	18

Purpose

The mission of Workforce Solutions North Texas (WSNT) is to place North Texans in jobs and equip workers with skills that foster economic development.

Roles and Responsibilities

WSNT Child Care Services Subrecipient

The WSNT Child Care Services (CCS) subrecipient serves as the organization responsible for managing the staffing and management of Workforce child care services in the Workforce Centers of North Texas. This entity ensures the effective delivery of child care services, acting as the central management staffing agent.

WSNT Workforce Centers

WSNT Workforce Centers are facilities staffed to provide comprehensive workforce services. They cater to the needs of local businesses and job seekers, offering a range of support and resources to enhance employment opportunities and business growth. This includes CCS clients and providers.

WSNT Board

The WSNT Board is a local 501(c)(3) non-profit organization that functions as the administrative entity for the workforce program. Its responsibilities include planning, oversight, and evaluation of workforce programs and services funded through the Texas Workforce Commission (TWC). The Board also provides technical assistance and information system support to local Workforce Centers and Child Care Services, ensuring the efficient operation and service delivery.

Nortex Regional Planning Commission

Acting as the fiscal agent for the WSNT Board, the Nortex Regional Planning Commission manages the financial aspects of the Board's operations. It ensures that funds are allocated and utilized efficiently to support workforce development and child care services initiatives.

Texas Workforce Commission

The Texas Workforce Commission is a state agency that plays a dual role as both a fiscal agent and an administrative entity. It provides technical assistance, oversight, and evaluation of workforce programs. Additionally, the Commission offers information system support to local, certified Workforce Development Boards, helping to maintain a standard of excellence across the state's workforce services.

Values

In all our actions and decisions, WSNT values:

- ✓ **Accountability.** We act efficiently, respectfully, and ethically to produce positive results for North Texas' businesses and job seekers. We are accountable to the system's

owners—the taxpayers and our communities. As stewards of public trust, we take responsibility for accomplishing our organization’s mission, vision, and goals.

- ✓ **Customer Focus.** We concentrate our efforts on exceeding customer expectations. Recognizing that such a focus is essential to our success, we listen to our customers and work diligently to develop realistic customer-driven solutions. Our systems foster an environment supporting continuous improvement. We are innovators – inspiring rather than limiting those we serve.
- ✓ **Integrity.** We choose to operate openly, honestly, and ethically. While representing WSNT, we do not compromise the principles of the organization. We do what is right in all circumstances, take pride in what we do, and set an example for others. We earn the trust of those we serve. We are trustworthy.
- ✓ **Quality.** In everything we do, we strive for excellence. We provide high-quality, customer driven workforce services that assist businesses and job seekers in their efforts to be competitive in a global economy. We empower staff to act appropriately and consistently, exceeding customer expectations. We are committed to systematically evaluate our efforts to ensure opportunities for improvement and innovation are identified and implemented.
- ✓ **Teamwork.** We work in teams to achieve common goals. We promote communication, networking and collaboration as the chosen method for problem solving. Working together in cohesive units, we work hand-in-hand to create solutions and implement customer-driven strategies. Common goals and desires are elevated above that of individual team members.

Vision

- WSNT represents a regional partnership of business, education, labor and community organizations that provide high-quality information and labor market services to local employers and residents.
- We are the system of choice – we bring people and jobs together for a better regional economy.
- All of our customers have access to the same high-quality labor market information and services regardless of where they are located in the region or how they come in contact with the workforce system.
- Individuals are able to learn and work in their home, in school and on the job to realize their greatest economic potential and individual wellbeing.
- The system is highly valued by both employers and job seekers. It is well known, has a positive image throughout the region, and is widely recognized as the premier local workforce system in Texas.
- The system enjoys a growing and increasingly diversified funding base and is not dependent upon any one source of revenue for its survival.
- By using our services, employers gain the competitive advantage that comes with an adequate supply of educated and highly productive workers, and job seekers of the

region find jobs and earn incomes that make them economically self-sufficient, lifelong learners.

- The system creates a well-educated, highly skilled workforce that attracts employers offering wages that exceed the self-sufficiency wage of the region.

Summary of Services

Responsibilities of the subrecipient includes:

1. Client Services
2. Provider Services
3. Identification of children who may need inclusion assistance
4. Securing local match funds
5. Coordination of services with other agencies
6. Internal monitoring, timely data entry, and data integrity
7. Automation, phone system, and paperless document system to all CCS staff
8. Financial management, claims processing, overpayments, and inventory
9. Data management, ad-hoc queries, and referral fixes
10. Financial and data reporting
11. Appeals, fraud prevention, detection, and reporting
12. Quality customer service
13. Ongoing staff training and development

Client Services

Eligibility Determination and Documentation

Our services include determining and documenting both initial and subsequent family eligibility. This process involves careful tracking of activity interruptions and status changes. Every interaction with parents is meticulously recorded in Work in Texas (WIT) and KinderTrack Counselor Notes to ensure accuracy and continuity of care.

KEY RESPONSIBILITIES:

- **INITIAL AND SUBSEQUENT FAMILY ELIGIBILITY:** Assess and document eligibility, including any changes in family status or activity.
- **INTERACTION DOCUMENTATION:** Record every interaction with parents in WIT and KinderTrack Counselor Notes.
- **CLIENT SERVICES MANAGEMENT:** Oversee the addition and removal of children from the waitlist, prioritizing according to set criteria.
- **SERVICE TO RURAL COMMUNITIES:** Focus on serving children residing in rural counties.
- **ABSENCE MANAGEMENT:** Manage absence reports and letters efficiently.
- **TIMELY DATA ENTRY:** Ensure all data is entered accurately within the applicable timeframe per program.

Coordination with External Agencies

We coordinate closely with various agencies to manage referrals and terminations effectively, ensuring seamless transitions and support for families in need.

COLLABORATIVE EFFORTS:

- **DFPS COORDINATION:** Work with the Department of Family and Protective Services (DFPS) on referrals and terminations for CPS child care.
- **WORKFORCE CENTER COLLABORATION:** Partner with Workforce Center subrecipient(s) to handle referrals and terminations for Choices, Workforce Innovation and Opportunity Act (WIOA), and Supplemental Nutrition Assistance Program (SNAP) child care.
- **REFERRAL SERVICES:** Direct parents to additional workforce services available at Workforce Centers or other community programs.

By maintaining these comprehensive services, we ensure that families receive the support they need, while navigating eligibility and accessing essential resources efficiently.

Provider Services

The services outlined below are designed to ensure the effective management and support of regulated and listed relative child care providers. The aim is to streamline processes and maintain compliance with relevant standards and regulations.

Recruitment and Financial Agreements

- **RECRUITMENT:** Actively recruit regulated and listed relative child care providers to participate in the program.
- **FINANCIAL AGREEMENTS:** Enter into financial agreements with providers to facilitate smooth operations and ensure clarity in financial transactions.

Provider Reimbursement and Documentation

- **REIMBURSEMENT RATES AND HOLIDAYS:** Collect and automate provider reimbursement rates and holiday schedules to ensure timely and accurate payments.
- **TAX DOCUMENTATION:** Collect W-9 forms and issue IRS Form 1099 for provider payments, ensuring compliance with tax regulations.
- **DOCUMENTATION:** Record all interactions with providers in WIT and KinderTrack comments to maintain accurate and comprehensive records.

Communication and Support

- **FORMS DISTRIBUTION:** Send forms to providers as required by regulatory guidelines.
- **PROVIDER MANUALS:** Maintain and disseminate written Provider Manuals to ensure providers have access to up-to-date information.
- **TECHNICAL ASSISTANCE:** Offer technical assistance and Service Improvement Agreements (SIA) as needed to address provider non-compliances effectively.

Compliance and Review

- CACFP NATIONAL DISQUALIFICATION LIST: Regularly review and take necessary actions regarding providers listed on the Child and Adult Care Food Program (CACFP) National Disqualification List.
- CORRECTIVE ACTIONS: Manage providers under corrective or adverse action with the Department of Family and Protective Services (DFPS) to ensure adherence to standards and improve service quality.

This comprehensive suite of services is designed to support providers in delivering high-quality child care while adhering to state and federal regulations.

Children with Disabilities

Identification and coordination with the Mentoring Supervisor of children with disabilities for parents requesting inclusion assistance and the automation of the inclusion rate in KinderTrack.

Securing Local Match

The selected subrecipient may be required to assist in securing local match partners. May work with donors and contributors on local match agreements, certification of local match, and meeting deadlines for reporting.

Coordination of Services with Other Entities

In today's challenging landscape of limited funding and increased demand for services, optimizing resources is essential.

Key strategies include:

- Local Match Partnerships: Collaborate with local stakeholders to share resources.
- Coordination with Community Providers: Streamline efforts to avoid duplication.
- Collaborations with Child Care Providers: Strengthen ties with child care entities.
- Accountability of the CCS Program: Ensure transparency and effectiveness.

Contractor Responsibilities

The Contractor will facilitate collaboration and coordination to support these goals:

- Work with WSNT Center subrecipient(s) to align resources.
- Partner with DFPS, including CPS and CCR, for compliance and quality.
- Engage with the HHSC for effective service integration.
- Support young parents by working with local school district coordinators.
- Coordinate with Head Start and Early Head Start to enhance education.
- Liaise with public pre-kindergarten and after-school programs.
- Build relationships with community-based and faith-based organizations.

By fulfilling these responsibilities, the subrecipient will help create a robust, integrated service framework that maximizes resources and meets community needs.

Internal Monitoring, Timely Data Entry, and Data Integrity

Quality Assurance System

The proposer will employ an individual to develop and adhere to an internal quality assurance system. This system will include, at a minimum, reviews of:

- Client eligibility
- Regulated provider data and payments
- Relative providers
- Attendance requirements
- Child Care Exception Reports from the Texas Workforce Commission (TWC) and Workforce Solutions North Texas (WSNT)

Results will be submitted to WSNT Board in a timely manner.

Performance Measures and Goals

The proposer is expected to achieve state and local performance measures and goals.

Responsiveness to Information Requests

The proposer must respond promptly, typically within the same day, to TWC and WSNT requests for:

- Various exception reports
- Customer information
- Complaints
- Data integrity
- Any other requested information

Internal Procedures and Documentation

- Maintain written internal procedures for all operational aspects of the program.
- Ensure forms are accessible to all Contractor and WSNT staff.
- Implement a process to update procedures and forms as rules and policies change.

Quarterly Reporting

The proposer is required to conduct quarterly reporting of internal monitoring, including:

- Sample
- Scope
- Tools used

This ensures transparency and accountability in the execution of services.

Automation, Phone System, and Paperless Document System

The proposer is expected to provide services through multiple channels, including our website, fax, e-mail, and walk-in facilities, as needed. The following outlines the specific services and systems that must be utilized:

Business Workflow Management

- Utilize the Cabinet system and its components to manage business workflows.
- Ensure comprehensive documentation trails, including screen shots, and facilitate the routing of work throughout the business.
- Implement electronic imaging of data from the e-fax server or MS Office e-mail.
- Track the status of assigned work items and provide a dashboard that displays due dates and offers reporting capabilities.
- Enable work item reassignment between case managers.

Automation and Technology Systems

Employ automation and technology systems including, but not limited to:

- WIT
- TIERS
- TWC Mainframe System
- SAFE Toolbar
- CLI Engage
- Cabinet/SAFE
- PIRTS
- Texas Child Care Connection (TX3C)
- TECPDS

Integrate any additional systems not currently in use to enhance service delivery.

Support and Connectivity

- Use the Help Desk Ticket System to open and manage trouble tickets.
- Manage faxes effectively through the e-fax server.
- WSNT shall provide e-mail accounts for all Contractor staff.
- Ensure connectivity to all automated and technology systems for seamless operations

In summary, the proposer must demonstrate proficiency in utilizing the specified systems and channels to ensure efficient and effective service delivery.

Financial Management, Claims Processing, Overpayments, and Inventory

Reimbursement and Payment Processing

- **ENHANCED REIMBURSEMENT RATES:** Provide enhanced reimbursement rates to Texas Rising Star (TRS) and preschool-aged children at child care providers participating in the Texas School Ready program.
- **TIMELY PAYMENTS:** Ensure timely payments to providers within seven (7) business days using electronic funds transfer. Exceptions to this method are permitted for Respondents proposing a Professional Employer Organization (PEO) model. Under exceptional circumstances, payments by check may be made by the Contractor, with each occurrence documented in WIT comments for each provider.
- **CLAIMS PROCESSING:** Process claims prior to the Texas Workforce Commission (TWC) unit performance extract date each month. Ensure timely correction of referral issues, attendance adjustments as warranted, and distribution of payment proofs to providers.

Management and Forecasting

- **ELIGIBILITY AND FUNDING MANAGEMENT:** Manage eligibility characteristics and multiple funding streams effectively. Forecast units and expenditures to meet expenditure benchmarks, with reports submitted to the Workforce Solutions North Texas Board (WSNT) monthly.
- **PROPERTY MANAGEMENT:** Maintain and track all WSNT property in the subrecipient's custody, with the appointment of a designated Property Officer.

Data Management, Adhoc Queries, and Referral Fixes

Records Retention and Accessibility

The proposer will ensure compliance with records retention requirements, making records accessible to monitors, auditors, Texas Workforce Commission (TWC), Health and Human Services (HHS), Workforce Solutions North Texas (WSNT), and in response to open records requests.

Accountability Systems

- **ATTENDANCE REPORTING:** Establish and maintain a system of accountability for reporting attendance, ensuring adherence to procedures required by TWC, WSNT, or the subrecipient.
- **PROVIDER ACCOUNTABILITY:** Implement a system to ensure providers report non-payment of parent share costs, no contact absences, and follow established attendance tracking protocols.

Confidentiality and Data Security

- **PERSONAL DATA PROTECTION:** Maintain confidentiality of personally identifiable data through secure storage methods such as locked file cabinets for hard copies and encrypted electronic files. Ensure destruction of hard copies once filed electronically.
- **SECURITY TRAINING:** Conduct annual staff testing on TWC security requirements to reinforce data protection practices.

Disaster Recovery and Business Continuity

Develop a comprehensive written disaster and business recovery plan covering all automation, system functions, and business continuity measures.

Technical Capabilities

- **DATA MANAGEMENT:** Run ad-hoc queries using QuickSight and utilize advanced MS Office programs to support data management and reporting needs.
- **DATA CORRECTIONS:** Complete referral fixes as necessary to correct data in the Work in Texas (WIT) and TX3C systems and address issues resulting in improper payments.

Financial and Data Reporting

- Maintain an accurate and auditable record of all financial transactions.
- Submit a Monthly Cost Summary to the Board by the 10th calendar day of each month, detailing expenditures from the previous month.
- Provide at least monthly invoices for operational costs, accompanied by check registers and procurement documents as required by the Contractor procurement verification policy.
- Prepare comprehensive budgets with detailed budget narratives.
- Submit closeout reports within 45 calendar days following the end of the contract period.
- Ensure adherence to all Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC) requirements, including procurement and contracting standards.

Appeals, Fraud Prevention, Detection, and Reporting

Appeals Management

- Efficiently track all appeals using the PIRTS system.
- Facilitate informal resolutions between parents and providers.
- Provide testimony at WSNT and TWC hearings.
- Maintain a comprehensive log of parent and provider complaints and their resolutions.

Fraud and Overpayment Management

- Conduct thorough fact-finding and report any suspected fraud or program abuse.
- Assess amounts owed to the program by parents and providers due to fraud or general overpayments.

- Track, manage, and report improper payments effectively.
- Develop repayment schedules, including statements and collections.
- Report and remit overpayments to WSNT on a quarterly basis, organized by contract, fiscal year, and type of overpayment.

Ongoing Staff Training and Development

Establish a system of regular and on-going staff training and development of various State, WSNT, and local rules, policies, procedures, systems, and applications.

Quality Customer Service

Professional Customer Interaction

Ensure all staff engage with customers—including parents, providers, and the general public—in a professional, respectful, and courteous manner at all times.

Program Maintenance and Updates

Maintain the CCS program, ensuring all customer forms, quality child care indicator listings, and provider manuals are updated monthly.

Keep all relevant data accessible on the Board's website.

Consumer Education and Communication

Promote consumer education by notifying parents and the public of updated quality child care indicators.

Program Design and Efficiency

Design program services to minimize operational costs while improving efficiency.

Enhance quality customer service by reducing dropped phone calls and minimizing the average time customers spend on hold.

Resources

The subrecipient assumes complete responsibility for the management and operation of CCS on October 1, 2026.

Staffing: The proposer must make an independent analysis and projection of staffing needs. WSNT expects staffing to be organized around functions as opposed to programs or funding streams, to the extent possible and practical.

Workforce Solutions North Texas Locations

The Workforce Center in Wichita Falls is a fully integrated facility with the Workforce Career Center, Child Care, and Vocational Rehabilitation programs collocated through one main entrance. CCS information is provided by the Workforce Career Center staff in other locations and through CCS referrals. The subrecipient shall ensure CCS is open to the public, at a minimum, 8:00 a.m. to 5:00 p.m. Monday –Friday.

WICHITA FALLS

Galaxy Center Entrance 5
4309 Old Jacksboro Hwy

- Ste 300 (Career Center)
- Ste 230 (Child Care)
- Ste B (Vocational Rehabilitation)

Wichita Falls, TX 76302

BOWIE

800 Hwy 59 North, Suite A
Bowie, TX 76230

GRAHAM

924 Cherry St.
Graham, TX 76450

WSNT BOARD ADMINISTRATION OFFICE

1501 Midwestern Pkwy, Ste 101
Wichita Falls, TX 76302

VERNON

1700 Wilbarger St., Suite B-7
Vernon, TX 76385

Staffing and Departments

The chart indicates the current staffing levels at our Workforce Centers including collocated partners not funded through the subrecipient, but who provide integrated services within these locations.

Staffing and Locations								
Position Title / Role	Unfunded partner	Location					Mobile Unit	Wk at Home
		Wichita Falls	Vernon	Graham	Bowie			
AARP (SCSEP)	X	0						
Workforce Center	X	27	2	2	2			
Job Corps	X	1						
MET (SCSEP)	X			2				
Texas Veterans Commission (TVC)	X	3						
TWC-VR	X	17		2				
TWC-Workforce	X	3				1		
Client Services Manager		1						
Client Services Specialist		7						
Financial Specialist		1						
Infant Toddler Specialist		1						
Parent Navigator		1						
Project Director		1						
Provider Services Liaison		1						
Provider Services Manager		0						
TECPDS SME		1						
TRS Mentor		5						
STAFFING TOTALS PER LOCATION		70	2	6	2	1	0	

Additional Staff: Quality Assurance

The proposer will employ an individual to develop and adhere to an internal quality assurance system. This system will include, at a minimum, reviews of:

- Client eligibility
- Regulated provider data and payments
- Relative providers
- Attendance requirements
- Child Care Exception Reports from the Texas Workforce Commission (TWC) and Workforce Solutions North Texas (WSNT)

Current Staff Salary Ranges

Position	Base	Limit
Client Services Manager	\$45,000	\$70,000
Client Services Specialist	\$30,000	\$50,000
Financial Specialist	\$40,000	\$60,000
Infant/Toddler Specialist	\$40,000	\$60,000
Parent Navigator	\$25,000	\$45,000
Project Director	\$65,000	\$105,000
Provider Services Liaison	\$25,000	\$45,000
Provider Services Manager	\$60,000	\$90,000
TECPDS SME	\$30,000	\$55,000
TRS Mentor	\$60,000	\$90,000

Current Longevity Pay Scale

Year	Annual Increase	Cumulative Amount	Hourly Rate
1	\$300	\$300	\$.14
2	\$300	\$600	\$.29
3	\$300	\$900	\$.43
4	\$300	\$1200	\$.58
5	\$300	\$1500	\$.72
6	\$350	\$1850	\$.89
7	\$350	\$2200	\$1.06
8	\$350	\$2550	\$1.23
9	\$350	\$2900	\$1.39
10	\$350	\$3250	\$1.56
11	\$425	\$3675	\$1.77
12	\$425	\$4100	\$1.97
13	\$425	\$4525	\$2.18
14	\$425	\$4950	\$2.38
15	\$425	\$5375	\$2.58
16	\$525	\$5900	\$2.84
17	\$525	\$6425	\$3.09

18	\$525	\$6950	\$3.34
19	\$525	\$7475	\$3.59
20	\$525	\$8000	\$3.85
21	\$650	\$8650	\$4.16
22	\$650	\$9300	\$4.47
23	\$650	\$9950	\$4.78
24	\$650	\$10,600	\$5.10
25	\$650	\$11,250	\$5.41

Benefits

WSNT is committed to maintaining a program that demonstrates consistent quality and exceptional performance. To meet this commitment, the successful proposer shall maintain a stable, qualified, and effective staffing structure throughout the term of the contract.

WSNT places a high priority on the suitability, qualifications, and performance of Child Care Services (CCS) staff assigned to this contract. During the initial six-month probationary period following contract award, subrecipient is to review staffing assignments as necessary to ensure alignment with program requirements and performance expectations.

The subrecipient shall ensure that staffing changes are implemented in a manner that maintains continuity of services and does not disrupt service delivery or negatively impact program quality.

Proposer Expectations

Proposers are expected to provide benefits comparable to those currently offered to Workforce Center staff. If proposing an alternative benefits structure, proposers must describe any variations clearly.

Current Benefits Overview

MEDICAL, LIFE, VISION, and DENTAL INSURANCE

Regular full-time employees receive health, life, dental, and vision insurance with a majority of the premiums paid by the employer. There are two plan options for medical that employees can choose from including a high-deductible/HSA plan or a low-deductible/co-pay plan and the minimum cost to employees is payroll deducted.

Dental, Vision and a \$25,000 life/AD&D policy are fully paid for by the employer. The company also provides a dependent care FSA plan fully covered by the employer. There are optional policies including additional life insurance, long term disability, critical illness, and accident insurance that employees pay at 100%. These supplemental plans are also payroll deducted. Additionally, the company provides a health concierge plan that includes telemedicine benefits, tele-counseling benefits, and an EAP plan for all regular full- and part-time employees at no cost to the employee.

RETIREMENT AND COMPENSATION

- *Retirement Plan:* All regular full-time and part-time employees are eligible to participate in the Retirement Plan. Employees may contribute up to the maximum allowed by law. Employer contributes a match up to 5% based on the employee's contribution.
- *Workers' Compensation:* Employees are covered by the Workers' Compensation Insurance Program, which provides medical and salary continuation payments for Bona fide, on-the-job, work-related injuries.
- *Social Security:* All employees are covered by Social Security.
- *Unemployment Insurance:* All employees are included under the Texas Unemployment Compensation Insurance Program, which offers payments for unemployed workers under certain circumstances.

LEAVE AND HOLIDAYS

- *Holidays:* Designated by the WSNT Board, holidays are days when WSNT offices are closed. Employees receive their normal rate of pay for these holidays. In the current year, employees will receive 14 paid holidays which includes one (1) floating holiday to be scheduled at the employee's discretion.
- *Annual Leave:* All regular employees accrue paid time off which includes vacation and sick leave.

Regular, full-time employees earn **annual/vacation leave** as follows:

- 0-3 years of service: Earn 3.7 hours per biweekly pay period.
- 4-10 years of service: Earn 4.6 hours per biweekly pay period.
- 11 or more years of service: Earn 5.2 hours per biweekly pay period.
- Part-time employees receive a proportionate amount based on their hours worked

Regular, full-time employees earn 3.7 hours **sick leave** per biweekly pay period regardless of years of service. Part-time employees receive a proportionate amount of sick leave based on their hours worked.

- *Additional Leave Types Currently Offered:* Jury/Witness, Bereavement, Voting, Inclement Weather, and other emergency leave

This structured benefits package underscores WSNT's commitment to employee welfare and the stability of its workforce, contributing to the organization's overall effectiveness and quality of service.

Adherence with Program Requirements

Proposers are expected and presumed to be knowledgeable of all applicable federal, state, and local laws, rules, regulations, and policies. In administering the programs prescribed through this RFP, the selected subrecipient shall comply with applicable assurances outlined by the

Texas Workforce Commission and WSNT. The selected subrecipient will be responsible for complying with Board guidance/policies and Workforce Development Guidance Letters issued by the Texas Workforce Commission. Many of the items can be found online by visiting Texas Workforce Commission at: <https://www.twc.texas.gov/>, or U.S. Department of Health and Human Services at <https://acf.gov/occ>. WSNT Board policies are available upon request by emailing wsb@ntxworksolutions.org.

The proposer must be knowledgeable of the statutes, rules, regulations, and policies of the funding streams administered under this contract. Financial rules, program rules, and laws may be found at the following websites:

- Texas Administrative Code (TAC) - <https://www.sos.state.tx.us/tac/index.shtml>
- TWC Program and Service Overviews - <http://www.twc.texas.gov/programs>
- Laws, Statutes and Rules - <https://www.twc.texas.gov/agency/laws-rules-policy>
- Child Care & Early Learning Program - <https://www.twc.texas.gov/programs/child-care>
- TWC Workforce Policy and Guidance - <https://www.twc.texas.gov/policy-letters>
- Workforce Innovation and Opportunity Act - <https://twc.texas.gov/partners/workforce-innovation-opportunity-act-wioa>
- Workforce Program Guides - <https://www.twc.texas.gov/agency/workforce-development-boards/guides>
- TWC General Administrative, Cost & Audit Requirements for Grants
<https://www.twc.texas.gov/agency/grant-administration-financial-reporting>
- Texas Grant Management Standards (TxGMS)
<https://comptroller.texas.gov/purchasing/grant-management/>
- Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (OMB Uniform Guidance (UG), 2 Code of Federal Regulations (C.F.R.) Part 200)

For more information, see the Texas Workforce Commission web page at:
<https://www.twc.texas.gov/>

Outstanding Monitoring, Audit, or Legal Concerns

Proposers must disclose and satisfactorily resolve any and all outstanding monitoring and/or audit concerns from any of the proposer's other contracts prior to receiving a contract resulting from this RFP. Additionally, proposers 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.

General Conditions of Contract

As described in this RFP, WSNT is a quality organization that supports its staff. To meet this commitment, the successful proposer shall maintain a stable, qualified, and effective staffing structure throughout the term of the contract.

WSNT places a high priority on the suitability, qualifications, and performance of Child Care Services (CCS) staff assigned to this contract. During the initial six-month probationary period following contract award, subrecipient is to review staffing assignments as necessary to ensure alignment with program requirements and performance expectations.

The subrecipient shall ensure that staffing changes are implemented in a manner that maintains continuity of services and does not disrupt service delivery or negatively impact program quality.

Any contract initiated from this procurement will be contingent upon receipt of sufficient funding from the Texas Workforce Commission, and upon the outcome and timing of contract negotiations between the WSNT Board and the selected subrecipient. The final contract amount will be contingent on the actual funding received and subject to any changes in legislation, regulations, or policies from TWC, and/or pertinent federal agencies. WSNT may vary the programs, change, and/or extend the contract periods as deemed necessary.

The Board will use a cost-reimbursement contract, unless it is determined that a different type of contract is more cost effective or appropriate for the selected contractor.

For-profit entities may include a profit in their proposal budget. Profit amounts and their attainment will be negotiated based on the subrecipient attaining negotiated performance benchmarks over the course of the contract. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of contracting, the quality of its past performance record, industry profit rates in the surrounding geographical area for similar work and market conditions.

Equal Opportunity and Nondiscrimination

As a condition to financial award from the Department of Labor (DOL) under (29 CFR part 38) Title I of Workforce Innovation and Opportunity Act (WIOA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Titles VI and VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;

- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Americans with Disabilities Act of 1990, as amended;
- Texas Government Code, Chapter 469, Elimination of Architectural Barriers and 16 TAC, Chapter 68, Administrative Rules of the Texas Department of Licensing and Regulation
- Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status and gender identity), national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I –financially assisted program or activity;

The subrecipient must assure that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the subrecipient's operation of the WIOA Title I financially assisted program or activity, and to all agreements the subrecipient makes to carry out the WIOA Title I financially assisted program or activity. The subrecipient must understand that the United States has the right to seek judicial enforcement of this assurance.