

South Plains Regional Workforce Development Board

**REQUEST FOR PROPOSALS
FOR
MANAGEMENT AND OPERATION OF
CHILD CARE SERVICES**

Release Date	March 2, 2026
Deadline to Submit Letter of Intent (optional)	March 20, 2026
Bidders Conference	March 23, 2026
Response Deadline	April 10, 2026

3:00 pm Central Daylight Savings Time

South Plains Regional Workforce Development Board
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www.workforcesouthplains.org

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GENERAL INFORMATION

INTRODUCTION

We appreciate your interest in providing services for residents of the South Plains Region. This Request for Proposals (RFP) includes the information necessary for eligible offerors to submit a responsive proposal. To facilitate the development of proposals, offerors will have an opportunity to attend and ask questions at a pre-proposal conference and to submit questions during the question-and-answer period. Our goal is the optimal selection of service provider(s) to serve residents of the South Plains Workforce Development Area.

Workforce Solutions South Plains is responsible for the Child Care Development Fund program for eligible low-income parents/guardians who work, attend school, or participate in job training. Workforce Solutions South Plains also is the administrator for Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families/Choices (TANF/Choices), Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), Employment Services (ES), and Trade Act Services program funds in the South Plains.

Workforce Solutions South Plains' purpose is to create a seamless, efficient, and effective system of service delivery. This system is driven by the needs of area businesses and afford all customers equal opportunity to develop and maintain skills compatible with and responsive to changes in the labor market.

Mission

The mission of the South Plains workforce system is to meet the needs of the region's employers for a highly skilled workforce by educating and preparing workers.

Vision

Our workforce is educated, innovative, and highly skilled in areas that match the skill requirements of our employers, enabling businesses to become highly productive and compete successfully in local and global markets.

For additional information about Workforce Solutions South Plains and the services it provides including Workforce Solutions South Plains' Local Plan for Program Years 2025-2028, please visit our website at <http://www.workforcesouthplains.org/about-us/>.

PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

Workforce Solutions South Plains is seeking proposals from qualified entities wishing to manage and operate the Workforce Solutions South Plains child care services program in the 15-county Workforce Solutions South Plains WDA. The counties are Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry and Yoakum Counties.

This RFP provides a uniform method for the procurement of this service. It contains the necessary background, requirements, instructions, and information to prepare a response. The resulting contract will establish a contractor relationship that involves fiscal, administrative, programmatic, and monitoring responsibilities for the child care services program.

TYPE OF CONTRACT/COMPENSATION METHODOLOGY

The contract developed pursuant to this RFP will be a cost-reimbursement contract; that is, allowable contracted costs incurred will be reimbursed. The selected Offeror must have the financial resources or ability to obtain financial resources sufficient to meet their cash flow needs for a minimum of two months. No cash advance payment will be made available under a contract resulting from this RFP.

FUNDING

Funding for this contract is from federal and state sources provided to Workforce Solutions South Plains through contracts with the Texas Workforce Commission (TWC) and is contingent upon funding received. Final contracts will also be subject to changes in legislation, regulations, or policies promulgated by the Federal funding sources and/or TWC. Workforce Solutions South Plains retains the right to vary or change the terms of any contract solicited via this RFP including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary in the interest of Workforce Solutions South Plains or its programs.

CONTRACT PERIOD

The anticipated contract period is October 1, 2026 through September 30, 2027. The contract may be renewed on an annual basis after the initial contract period of October 1, 2026 through September 30, 2027 not to exceed four (4) years of annual renewals. Each annual renewal will be at the discretion of Workforce Solutions South Plains and based on successful performance of contractual obligations. A contract closeout will be required at the end of each year. The contract budget will be negotiated annually.

ELIGIBLE RESPONDENTS

Eligible respondents include public, private-for-profit, private not-for-profit entities, and other qualified organizations. Offerors must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with the ensuing contract.

Workforce Solutions South Plains seeks proposals from eligible Offerors with expertise and a proven record of accomplishment in the management and delivery of services similar in nature and scope to those described in this RFP.

Offerors should possess the experience and program knowledge necessary to provide high standards of customer service and satisfaction while maintaining and exceeding program performance standards. The successful Offeror will demonstrate in the proposal and through a pre-award review the capacity to perform the requested services and manage multiple funds to Workforce Solutions South Plains' expectations. We welcome proposals that incorporate innovative or creative service delivery arrangements to find the most efficient and cost-effective means of delivering child care services in the South Plains WDA.

Eligible Offerors must be current with all Unemployment Insurance payments and franchise tax payments. Workforce Solutions South Plains is prohibited from awarding a contract to an entity that has outstanding Unemployment Insurance payment 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.

Workforce Solutions South Plains will not award a contract to any individual or organization/entity that is:

- debarred or suspended pursuant to Executive Order 12549; or
- barred from participating in State contracts pursuant to Texas Government Code § 2155.077, as implemented by 34 TAC §§ 20.105 – 20.107; or
- excluded in compliance with Executive Order 13224 (Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), as implemented by 29 C.F.R., Ch. XII, Part 1471.

A search will be conducted prior to scoring a proposal to verify the organization/entity is not excluded from doing business with Workforce Solutions South Plains. Proposals from Offerors on any of the above lists will be considered non-responsive and not considered for a possible contract.

OFFEROR COMPETENCIES

Offerors must demonstrate they have the organizational capacity to administer a program in accordance with the requirements of this RFP. Workforce Solutions South Plains reserves the right to conduct a pre-award survey and fiscal integrity evaluation of the Offeror approved from this request. The purpose of the survey and fiscal integrity evaluation is to determine the capacity of the Offeror's organization to operate the program, meet administrative requirements, and maintain an adequate financial system. Workforce Solutions South Plains also reserves the right to deny a contract to any Offeror approved for funding that does not make timely changes required by Workforce Solutions South Plains as a result of the pre-award survey and/or the fiscal integrity evaluation in order to bring its systems into compliance.

Offerors must:

- be responsible and possess the ability and professional staff to perform successfully under the terms and conditions of a contract;

- have administrative and fiscal management systems to accomplish the goals and objectives to deliver the services specified in this RFP;
- have adequate financial and technical resources or the ability to obtain such resources as required during the performance of a contract; and
- have the administrative capability and competence necessary to carry out the terms and conditions of a contract exactly as specified.

Offerors must have the financial resources and stability to meet high standards of public and fiduciary responsibility. Qualifying Offerors must have financial systems that at a minimum meet the following standards.

- The financial system, in accordance with Generally Accepted Accounting Principles, must include:
 - information pertaining to any sub-grant or contract awards, obligations, unobligated balances, assets, expenditures, and income;
 - operate their fiscal system on an accrual basis;
 - effective internal controls to safeguard assets and assure their proper use;
 - a comparison of actual expenditures with budgeted amounts;
 - source documentation to support accounting records; and
 - proper charging of costs and cost allocation.
- Financial systems must be sufficient to:
 - permit preparation of required reports;
 - permit tracking of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions for the use of such funds; and
 - permit tracking of program income, potential stand-in costs, and other funds.
- Financial administration and systems that comply with the requirements for grant management established by the Texas Workforce Commission (TWC) and the Texas Uniform Grant Management Standards.

Offerors must be knowledgeable of the statutes, rules, regulations, and policies of the programs administered under this contract, including the program rules established by TWC for Child Care Services. Program rules, financial rules, and laws may be found on the following websites.

- TWC Child Care Services Guide
<https://www.twc.texas.gov/files/partners/child-care-services-guide-twc.pdf>
- TWC Child Care Program Rules - [Child Care & Early Learning Program - Texas Workforce Commission](#)
- Federal Child Care and Development Fund Regulation
https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title45/45cfr98_main_02.tpl
- TWC Financial Manual for Grants and Contracts
<https://www.twc.texas.gov/agency/financial-manual-grants-contracts>

- Texas Uniform Grant Management Standards - <https://comptroller.texas.gov/purchasing/docs/ugms.pdf>
- 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) https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Offerors are responsible for being knowledgeable of all applicable laws, rules, regulations, directives, and policies of the funding sources identified in this RFP. Many of the contract authority items can be found on-line at: www.twc.state.tx.us or www.hhs.gov. The operation of the Child Care Services program includes, but is not limited to, the provision of allowable services and activities under the following authorities and Acts.

- Child Care and Development Block Grant Act of 2014, 42 U.S.C. §§9858 *et seq.*
- Social Security Act, 42 U.S.C. §§603-619, as amended
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 U.S.C. §§601 *et. seq.*
- Consolidated Appropriations Act, 2021 (Public Law 116-260)
- American Rescue Plan Act of 2021 (Public Law 117-2)
- Federal regulations for Child Care Development Fund at 45 C.F.R. §98 and §99
- The administrative requirements, cost principles, and audit requirements and the Department of Health and Human Services regulations at 2 C.F.R. Part 300 and 45 C.F.R. Part 75;
- Approved Texas State Plan for CCDF
- Texas Human Resources Code, Chapters 31, 34, and 44
- Texas Labor Code, Chapter 302
- 40 Texas Administrative Code (TAC), Chapters 800, 801, 802, 809, and 811
- Approved South Plains Local Workforce Development Board Plan, including modifications and amendments
- Rules, policies, and other directives of the Texas Workforce Commission (TWC) and Workforce Solutions South Plains.

Offerors must demonstrate it possesses the following characteristics.

- Sufficient financial assets to provide adequate working capital for operations expense.
- Strengths in financial/fiscal responsibility, staff/personnel management (including staff qualifications), and management of special projects.
- Well-developed fiscal and administrative systems.
- Knowledge and experience in the delivery of child care services or in a related human services program.
- Ability to perform customer services and funds management including:
 - eligibility determination and documentation;
 - customer funding decisions;

- resource and referral services;
- wait list management;
- child care provider recruitment; and
- funds management.
- Child care leadership in the community including:
 - history of collaboration with other community agencies, and
 - ability to develop resources.

PROCUREMENT TIMEFRAMES

The following schedule delineates significant activities and dates regarding this procurement.

Release RFP for Review	March 2, 2026
Release Link for Proposal Submission	March 6, 2026
Optional Letter of Intent	March 20, 2026
Mandatory Pre-proposal Conference	10:00 AM, March 23, 2026
Questions/Answers Provided to Offerors	March 27, 2026
Proposal Due Date	3:00 PM, April 10, 2026
Proposal Review	April 13 – May 22, 2026
Offeror Presentations (as needed)	June 1 – June 5, 2026
Board Meeting/Proposal Decision	July 23, 2026
Contract Negotiations Begin	July 24, 2026
Award Date	August 17, 2026
Transition Period (if required)	August 17 – September 30, 2026
Contract Begins	October 1, 2026

Note: *All dates after the proposal submission deadline are approximate and may be adjusted as conditions dictate without addendum to this RFP.*

RFP AVAILABILITY

The RFP will be available beginning March 2, 2026. Packets may be obtained from Workforce Solutions South Plains, weekdays from 8:00 a.m. to 4:00 p.m. by calling 806.744.1987 or by emailing noel.morin@spworkforce.org. The following information must be provided: name of organization, complete physical address, mailing address, and the contact person for this RFP including the individual’s email address and phone number. Offerors may also access the RFP documents on our website at www.workforcesouthplains.org.

LETTER OF INTENT

All parties interested in submitting a proposal in response to this RFP may email a letter of intent to Noel Morin indicating their plan but is not mandatory. The letter of intent is to include the email address of the individual(s) appointed to receive all questions and answers regarding this RFP. Send the letter by email no later than March 20, 2026:

Noel Morin, Director of Strategic Planning
South Plains Regional Workforce Development Board
Noel.morin@spworkforce.org

TECHNICAL ASSISTANCE

A bidders' conference will be held on March 23, 2026, at 10:00 A.M., Central Daylight Savings Time. The conference will be a video conference via ZOOM. Interested Offerors who submit a Letter of Intent will receive an email invitation to participate in the Bidders Conference. The Letter of Intent must include the name and email address of the party participating in the Bidders Conference.

The Bidder's Conference is intended to be the primary source of information for all potential Offerors. It is requested that potential Offerors forward their questions to Workforce Solutions South Plains prior to the conference by March 20, 2026, by 3:00 p.m. Questions may be submitted via email to noel.morin@spworkforce.org. Questions will also be accepted at the Bidders Conference. Only written answers from Workforce Solutions South Plains will be considered official responses.

The deadline for submitting written questions is March 23, 2026, by 3:00 p.m.

All attendees of the Bidder's Conference will receive copies of the written questions and answers resulting from the Bidders Conference and any subsequent questions and answers issued after the Bidders Conference. The questions and answers will be sent by email only to the individual(s) who specified in the Letter of Intent to submit a proposal, and those who attend the Bidder's Conference.

Workforce Solutions South Plains staff or Workforce Solutions South Plains Board members may not provide assistance to an Offeror either by providing information, answering questions, or assisting with writing proposals through personal contact, phone, text messaging, email, fax, or any other method of contact. Only technical questions may be answered by the designated contact person. ***Workforce Solutions South Plains is not responsible for the accuracy of information obtained from sources other than the authorized contact person for this procurement. Communication with any Workforce Solutions South Plains staff person or Workforce Solutions South Plains Board member other than the Workforce Solutions South***

Plains contact person for this RFP is prohibited unless prior written approval is obtained by the Workforce Solutions South Plains contact person. Failure to follow this provision will result in the disqualification of the proposal.

CONTACT PERSON

The contact person for this procurement is:

Noel Morin, Director of Strategic Planning
South Plains Regional Workforce Development Board
Noel.morin@spworkforce.org

SUBMITTAL OF PROPOSALS

- All narratives, forms, and attachments must be typed on an 8½" by 11" plain white paper, no less than 12-point font, single spaced, one side only, with one-inch margins. All pages are to be numbered and labeled with the name of the Offeror on each page. The content or format the Service Delivery Plan and Forms may not be altered in any way. Alteration of the content of this RFP will result in the disqualification of the proposal. Attachments such as official audits may be two-sided.
- All proposals must be submitted electronically through the link available on the board's website (insert link)
- ***Proposals must be complete at the time of submission.*** Each proposal will be reviewed as submitted. No modifications or technical corrections will be allowed after the proposals have been submitted unless it is requested by Workforce Solutions South Plains as a condition of contract consideration/negotiation. Please do not attach items that are not specifically requested.
- **Proposals must be received via Laserfiche no later than 3:00 p.m. Central Daylight Savings Time on April 10, 2026.** Proposals submitted after that time will not be accepted.
- A proposal may be withdrawn at any time prior to the due date by emailing the Workforce Solutions South Plains contact person.

EVALUATION AND SCORING PROCESS

All proposals received will be screened to determine responsiveness. For a proposal to be considered responsive and to be evaluated for selection, it must meet the following requirements. Proposals considered non-responsive will not be evaluated.

- Be submitted by the due date and time.
- Be submitted in the format described in the Submittal of Offers section.
- Respond to the specific information solicited by the RFP.
- Include all required and original signatures as specified.
- Include the service delivery plan and all required forms.
- Include all requested documents and attachments.
- Include the required proposed budget, salary allocation, and budget narrative.
- Contain the most recent Certificate of Good Standing or Certificate of Account Status from the Comptroller of Public Accounts, if applicable.
- Not contain evidence of real or apparent conflict of interest.

Proposals will be considered non-responsive and will not be reviewed if the:

- Offeror solicits technical assistance, information from a Workforce Solutions South Plains staff member or Board member regarding the content of the RFP, the RFP process, writing the Offeror’s proposal, and other questions regarding the RFP;
- Offeror has an Unemployment Insurance payment 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;
- Offeror is debarred or suspended pursuant to Executive Order 12549;
- Offeror is barred from participating in State contracts pursuant to Texas Government Code § 2155.077, as implemented by 34 TAC §§ 20.105 – 20.107; or
- Offeror is found on the Excluded Persons List System (EPLS) in compliance with Executive Order 13224 (Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), as implemented by 29 C.F.R., Ch. XII, Part 1471.

Independent Evaluators will evaluate all responsive proposals. Evaluators will use the same standardized instrument to evaluate the proposals. Proposals receiving less than 70% of the available points will not be considered for funding. The review team’s recommendation will be presented to the Workforce Solutions South Plains Board of Directors for final consideration. The Workforce Solutions South Plains Board of Directors is the final decision-making authority for selecting a contractor. Workforce Solutions South Plains will enter into negotiation with the approved Offeror and pending successful negotiations, a contract will be awarded. All Offerors will be notified via email regarding Workforce Solutions South Plains’ final decision.

The following criteria will be used to evaluate and review each proposal. Point values are assigned to each criterion.

EVALUATION CRITERIA	POINTS
Organizational Capacity/Qualifications	15
Demonstrated Effectiveness	20

Program Design and Operational Plan	25
Outreach and Collaboration	15
Reasonableness of Cost and Cost Effectiveness	25
Quality of Improvement	15
Maximum Available Points	135

Additional Possible Points

Resource Room	10
Veteran Heroes United in Business (VetHUB)	10

If there is a tie score between two (2) or more responsive quotes, an Offeror who submitted a Veteran Heroes United in Business (VetHUB) certification from Texas will be awarded five points. The points will only be used to break the tie.

An explanation of each criterion is listed below.

Organizational Structure

Proposals will be reviewed for the Offeror’s relevant experience, capacity, and qualifications key to successfully operate and manage Workforce Solutions South Plains’ child care services program including its organizational structure, financial capabilities, and administrative and program management.

Demonstrated Effectiveness

All proposals will be reviewed for the Offeror’s history and successful performance specifically of child care services, workforce, or other human services to the target populations. This includes demonstrated success in meeting contractual obligations, financial obligations, meeting and exceeding performance, and cost standards.

Program Design and Operational Plan

Proposals will be reviewed for overall plans for the operation of the child care service delivery system including a management philosophy that incorporates self-evaluation, continuous improvement, and adequate administrative/monitoring systems to ensure program success. All proposals will be reviewed for specificity in the description of services to be provided, completeness and clarity of responses, and consistency and understanding of program goals and requirements.

Outreach and Collaboration

Proposals will be reviewed to determine the Offeror's strategy to outreach potentially eligible families with the goal to inform them about the child care program and the availability of child care services. The evaluation will also include the Offeror's strategy to outreach and recruit potential child care providers to increase the availability of care for eligible families. This assessment will include how the Offeror proposes to coordinate services with the Workforce Solutions South Plains career centers, and other agencies in the area working with families needing child care or supporting child care services. The Offeror's proposed plans on how they will collaborate with other agencies serving the same or similar target populations will be included in the review.

Reasonableness of Cost and Cost Effectiveness

All proposals will be reviewed for overall reasonableness of cost, the efficient use of funds, and the competitiveness of costs. Clarity in identifying and explaining costs will be rated. The proposal will be reviewed for evidence of the Offeror's ability to account for all funds. Acceptable Offerors must demonstrate they have two months of operating capital available.

Resource Room

An Offeror's proposal that includes a Resource Room where providers will have access to equipment and supplies that enhances instructional curriculum can receive additional points.

Quality Improvement

An Offeror's approach to Quality Improvement that includes provider and staff training, planned activities, and coordination with the community and that indicate a plan for quality allocations can also receive additional points.

Veteran Heroes United in Business

If the Offeror is a Veteran Heroes United in Business (VetHUB), certificate issued by the Texas Secretary of State must be provided verifying the Offeror's status. If there is a tie score between two (2) or more responsive quotes, an Offeror who submitted a HUB certification will be awarded five points. The points will only be used to break the tie.

ADMINISTRATIVE REQUIREMENTS AND PROCEDURES

The following administrative requirements and procedures should be carefully reviewed prior to the development of a proposal.

- It is Workforce Solutions South Plains' intent to award only one (1) contract for the delivery of Workforce Solutions South Plains child care services.

- If the successful Offeror of this RFP is not the current contractor, the Offeror is encouraged to consider current staff in filling Workforce Solutions South Plains child care services positions. If the successful Offeror does not hire current staff for its organization, the Offeror will be responsible for coordinating with the employer of record to ensure compliance with their personnel policies in making such a transition. If a transition and a reduction of staff occur, the Workforce Solutions South Plains shall carefully oversee the process to ensure that there is no loss of service or reduction of quality of service.
- If the successful Offeror of this RFP is not the current contractor, the current contractor will assist with the orderly transfer of the services, functions, and operations to the successful Offeror.
- The successful Offeror will be required to maintain automated and/or paper records of customer activity, financial management, procurement, plans, policies and procedures, internal and external evaluations, and performance. If a contract is not renewed or is terminated in any subsequent year covered by this RFP, the selected Offeror agrees to provide any and/or all the identified records to Workforce Solutions South Plains.
- The selected Offeror will be responsible for ensuring the integrity of all data, records and reports and the confidentiality of all client data is maintained in accordance with state and federal law and Workforce Solutions South Plains policy.
- The successful Offeror agrees to enter accurate and timely data in TWC's designated IT application to maintain all customer records required to be tracked and reported to TWC in the manner and timeframe required by TWC.
- The successful Offeror agrees to comply with TWC and Workforce Solutions South Plains policies related to information technology, including compliance and support of the Workforce Solutions South Plains' technology plan, cybersecurity requirements, and the security of all personal identifiable information for staff and customers.
- The successful Offeror must ensure services are available in all 15 counties of the South Plains. The Workforce Solutions South Plains child care office and staff are located in Lubbock, Texas.

GENERAL CONTRACTOR RESPONSIBILITIES

The selected Offeror will be required to assume full responsibility for all contracted services. The entity chosen as the contractor under this procurement will be required to conduct operations in accordance with the assurances and certifications contained in this document, the subsequent contract, and the negotiated service delivery and operational plans.

GENERAL CONDITIONS

Offerors should consider the following general conditions in preparing responses. Violation of any of the following provisions may cause a proposal to be rejected.

- The proposal, if accepted, will become the basis for the contract statement of work. Failure of the Offeror to accept this obligation may result in the cancellation of the award. Offerors must intend to fulfill all the representations made in its proposal. No plea of error or mistake shall be available to the successful Offeror as a basis for release of proposed services at the stated price/cost. Any damages accruing to Workforce Solutions South Plains as a result of the Offeror's failure to contract may be recovered from the Offeror.
- Workforce Solutions South Plains reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified Offerors, or to cancel this RFP in part or in its entirety if it is in the best interest of Workforce Solutions South Plains to do so.
- Workforce Solutions South Plains reserves the right to negotiate the final terms of all contracts or agreements with the selected Offeror 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 the South Plains WDA.
- A response to this RFP does not commit Workforce Solutions South Plains to enter into an agreement or contract with the Offeror.
- Workforce Solutions South Plains shall not be liable to the selected Offeror for any costs incurred or performances rendered by the Offeror before commencement of a resultant contract or after termination of the contract.
- Workforce Solutions South Plains reserves the right to correct any error(s) and/or make changes to this RFP, as it deems necessary.
- Workforce Solutions South Plains specifically reserves the right to vary the provisions set forth herein at any time prior to execution of a contract where such variance is deemed to be in the best interest of Workforce Solutions South Plains and to act otherwise as is deemed necessary at our sole discretion.
- All costs directly or indirectly related to the preparation of a response to the RFP, or any oral presentation required to supplement and/or clarify a proposal, which may be required by Workforce Solutions South Plains, shall be the sole responsibility of and borne by the Offeror.

- Proposals must conform to all relevant federal, state, and local regulations and policies.
- It is the intent of Workforce Solutions South Plains to contract with an organization that will perform all the primary functions of this contract. If a consortium or partnership is used, all partners must be eligible offerors and a signed certification must be obtained from each partner attesting to their agreement to all the terms of the proposal and any resulting contract, if awarded. Proposals from partnerships or consortiums must clearly identify the lead agency, the fiscal agent, and the specific responsibilities of each partner. A copy of the partnership/consortium agreement must be submitted as part of the proposal and documents are subject to review by the Board's legal counsel. Proposals may be deemed non-responsive if legal documents are not presented for review, if they do not pass legal review, or if they are not legally binding.
- Workforce Solutions South Plains is not under any legal requirement to execute a resulting contract, if any, based on this procurement, and intends that the material provided herein serve only as a means of identifying the various contract alternatives and the general cost of services desired.
- All proposals and their accompanying attachments become the property of Workforce Solutions South Plains upon submission. Materials submitted will not be returned.
- Workforce Solutions South Plains is subject to the Texas Public Information Act pursuant to Texas Government Code Section 552.003. The information provided in response to this RFP will be made accessible to the public. If an Offeror believes that any information contained in the Offeror's proposal qualifies for an exception to the Public Information Act, the Offeror must indicate in the proposal the information it seeks to exempt from the Act and the grounds for the exception. Offerors including proprietary or confidential information in its proposal must clearly mark and label all confidential, proprietary, trade secret, or privileged material in 14 point or higher bold font on each page on which the information appears. All such confidential, proprietary, trade secret, or privileged information must be segregated in a separate and discrete section of the proposal so that it may be conveniently separated and detached from the other sections of the proposal. **Failure to properly label, identify, and segregate any confidential, proprietary, trade secret, or privileged material may result in the information or material being released as public information if requested under the Public Information Act.**
- This is a negotiated procurement utilizing the Request for Proposal method and as such, an award does not have to be made to the Offeror submitting the lowest priced proposal or the highest estimate of individuals to be served, but rather the Offeror submitting the most responsive proposal satisfying Workforce Solutions South Plains requirements.

- A contract negotiated as a result of this RFP may be extended, modified, or de-obligated in order to successfully deploy uncommitted funds to ensure performance under Workforce Solutions South Plains' contract with the Texas Workforce Commission.
- Workforce Solutions South Plains reserves the right to make unilateral amendments if the funding changes and/or if it is in the best interest of Workforce Solutions South Plains. In such cases, no additional solicitations of proposals are necessary. Such activity will be supported by contract performance.
- Workforce Solutions South Plains reserves the right to de-obligate, reduce, or cancel contract funding if Workforce Solutions South Plains does not receive adequate funding from TWC or due to legislative changes.
- Workforce Solutions South Plains reserves the right to de-obligate, reduce, or cancel contract funding if expenditures are not sufficient, if the contractor fails to perform as agreed, or for convenience if in the best interest of the Workforce Solutions South Plains.
- Budgets must be based on allowable, reasonable, allocable, and necessary expenses to the proposed program. Any contract resulting from this procurement shall include a cost allocation plan for any shared costs.
- Offerors shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee, or agent of Workforce Solutions South Plains for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.
- No employee, officer, or agent of Workforce Solutions South Plains shall participate in the selection, award, or administration of a contract supported by federal or state funds if a conflict of interest, real or apparent, would be involved.
- Offerors shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause an Offeror's proposal to be rejected.
- Workforce Solutions South Plains reserves the right to waive any defect in this procurement process or to make changes to this solicitation, as it deems necessary. Workforce Solutions South Plains will provide notifications of such changes to all Offerors recorded in the official record as having received notification of this procurement.
- Workforce Solutions South Plains reserves the right to contact any individual, agencies, or employers listed in a proposal, to contact others who may have experience and/or knowledge of the Offeror's relevant performance and/or qualifications, and to request additional information from any and all Offerors.

- Workforce Solutions South Plains reserves the right to conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to or after the award of a contract. Misrepresentation of the Offeror's ability to perform as stated in the proposal may result in cancellation of the contract award.
- No employee, member of a Board of Directors, or other governing body, or representative of an Offeror who submits a proposal under this RFP may have any contact outside of the formal review process with an employee of Workforce Solutions South Plains or any member of the Workforce Solutions South Plains Board of Directors for purposes of discussing or lobbying on behalf of the Offeror's proposal. This contact includes written correspondence, telephone calls, electronic contact (email, text messaging, etc.), personal meetings, or other kinds of personal contact. Workforce Solutions South Plains will reject any proposals of those Offerors that violate this condition.
- All proposals submitted must be an original work product of the Offeror. The copying, paraphrasing, or other use of substantial portions of the work product of others and submitted hereunder, as original work of the Offeror is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be rejected.
- The only purpose of this RFP is to ensure uniform information in the selection of proposals and procurement of services. This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind, nor does it commit Workforce Solutions South Plains to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by Workforce Solutions South Plains.
- A contract with the selected Offeror may be withheld at Workforce Solutions South Plains' sole discretion if issues of contract compliance or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Workforce Solutions South Plains may withdraw award of contract if the resolution is not satisfactory to Workforce Solutions South Plains.
- The Offeror awarded a contract shall:
 - maintain fiscal integrity;
 - maintain appropriate insurance requirements;
 - comply with all federal, state statutes and regulations regarding conflict of interest;
 - refrain from using nonpublic information gained through a relationship with TWC, a TWC employee, Workforce Solutions South Plains Board of Directors, or a Workforce Solutions South Plains employee to seek or obtain financial gains that would result in a conflict of interest or appearance of a conflict of interest;
 - promptly disclose in writing any conflict of interest; and

- not employ/compensate a former Workforce Solutions South Plains employee who was in a decision-making position and was employed or compensated by the Workforce Solutions South Plains anytime during the last twelve (12) months.
- The entity selected for funding under this RFP will be subject to Administrative Management and Fiscal Integrity and Financial Responsibility pre-award reviews. This may include but not be limited to a review of the Offeror's record keeping procedures, management systems, accounting and administrative systems and procedures. Pre-award reviews will occur prior to contract negotiations.
- The entity awarded this contract will not deny benefits of any program, activity, or service to any person, and is prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation, or belief. The selected Offeror will ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The selected Offeror must conduct all programs in accordance with provisions of the laws and applicable rules and regulations issued under these laws, as they apply to specific programs or activities.
 - The Age Discrimination Act of 1975, 42 U.S.C. 1681 – 1688, as amended
 - Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000f *et seq.*, as amended
 - The Rehabilitation Act of 1973, 504,29 U.S.C. 794, as amended
 - Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 – 1688, as amended
 - The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 *et seq.*, as amended
 - The Women in Apprenticeship and Non-Traditional Act, 29 U.S.C. 2501 *et seq.*, as amended
 - Section 188 of the Workforce Innovation and Opportunity Act
 - All applicable rules and regulations issued under these laws.

GRIEVANCE AND PROTEST PROCEDURES

Workforce Solutions South Plains is the responsible authority for handling complaints or protests regarding the proposal selection process. This includes, but is not limited to, disputes, claims, protests of award, source evaluation, or other matters of a contractual nature. Matters concerning violation of law shall be referred to the appropriate authority, as may have proper jurisdiction.

Any protests, appeals, disputes, or inquiries should be addressed in writing on the Offeror's letterhead to:

Dr. Ben Alexander, Chief Executive Officer
South Plains Regional Workforce Development Board
1500 Broadway, Ste 800
Lubbock, Texas 79401

Requests must be made within 15 days of the date of the notification letter.

Request for Debriefing. Offerors not selected by this procurement process may submit, within 14 calendar days of the receipt of Workforce Solutions South Plains 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. Workforce Solutions South Plains shall acknowledge receipt of the Request for Debriefing in writing within 10 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 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any Offeror who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful Offerors understand why they were not selected.

Appeals. Offerors not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within 15 calendar days of date of the notification letter. Inquiries shall be directed to:

Dr. Ben Alexander, Chief Executive Officer
South Plains Regional Workforce Development Board
1500 Broadway, Ste. 800
Lubbock, TX 79401

The appeal must indicate the Workforce Solutions South Plains action appealed and the violation, which forms the basis for the appeal, and shall be signed by the Offeror's authorized representative. The appeal must include, at a minimum, the following information: 1) a description of the Workforce Solutions South Plains action being appealed; 2) a citation of the law or regulation allegedly violated that forms the basis for the appeal; 3) a thorough explanation of the appeal; and 4) an original signature by the appealing organization's authorized representative. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed.

Email or fax transmittals will not be accepted at any time during the appeal process. The filing of the appeal within the timeframe is a condition precedent. There is no relief accorded

appellants for not filing within the published deadlines. No exception will be made to an appealing organization that does not file their appeal within the published deadline. Hearings shall be conducted in accordance with existing Workforce Solutions South Plains procedures.

TWC Financial Manual for Grants and Contracts, Chapter 14 provides for limited appeals by TWC of any Workforce Solutions South Plains decisions. TWC's review of protests will be limited to:

- Violations of federal law or regulations and procurement standards established by federal regulations (violations of state or local law will be under the jurisdiction of state or local authorities) or
- Violations of Workforce Solutions South Plains protest procedures for failure to review a complaint or protest.

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PROGRAM OVERVIEW

PROGRAM OVERVIEW

The child care services program provides a centralized mechanism for providing subsidized child care for eligible families. This is a support program for low-income families who are employed, seeking employment, or who are in job training. The goal for each family is self-sufficiency. Parents choose the child care provider that meets their specific needs for service. With limited exceptions, eligible families must meet income guidelines, pay a parent share of cost for child care services received, and be working, actively seeking employment, or attending training/education activities in preparation for work. The purpose of the program includes:

- to support parents' employment/job training activities by providing care for their child(ren);
- to promote parental choice by empowering eligible parents to make their own decisions regarding the child care services that best suits their family's needs;
- to help parents make informed choices about child care services;
- to support parents trying to achieve independence from public assistance;
- to improve the overall quality of child care services and programs; and
- to improve child care and development of participating children.

It is the intent of Workforce Solutions South Plains to engage a contractor that is focused on improving the quality, availability, accessibility, and affordability of child care offered through the child care program.

CHILD CARE PROGRAM RESPONSIBILITIES AND REQUIREMENTS

The child care services program accomplishes the above stated purposes by:

- implementing a customer-driven system for accessing services;
- implementing timely and efficient eligibility determination, re-certification, referral, and enrollment processes;
- offering families an expanded choice of accessible child care arrangements;
- offering families an identifiable source of child care information and assistance;
- assuring greater opportunities for child care providers to participate in the delivery of subsidized child care;
- offering assistance to child care providers with the goal of improving the quality of care provided to all children;
- coordinating and collaborating with other community partners to enhance and expand services and leverage resources;
- implementing continuous outreach processes; and
- working to continuously improve the quality of services and the efficiency and effectiveness of program operations.

General Management and Operational Responsibilities

The child care contractor becomes a subrecipient of federal and state funds, and as such, has direct responsibility for the sound management of the system. The contractor will have the following responsibilities.

- *Management and operation of the child care system* – Contractual obligations for effective and efficient management of the child care system to achieve performance goals as stated in the contract.
- *Staff development* – Hiring, training, and supervising staff to ensure the required child care management and operations responsibilities are fulfilled.
- *Public accountability* – Comply with the Open Records Act within the confines of laws governing confidentiality of participant records and within the laws and regulations of the various funding sources, and accountability for prudent use of public funds.
- *Required reporting* – Monthly reporting on the fiscal and operational status of the child care services program, as well as special reports. Use a TWC-designed automation system to collect, compile, and report data.
- *Support community resources* – Develop, coordinate, and collaborate with other community groups to improve services to Workforce Solutions South Plains funded families. Maintain information on community child care needs and local resources.

Provider Management Services

Care is provided by child care providers who have a written agreement with the child care services contractor or by eligible family members providing relative care. Provider management tasks include but are not limited to the following.

- Recruitment and entering into agreements with regulated child care facilities throughout the South Plains.
- Encourage provider expansion of services to address unmet needs, such as days and/or hours of care, service to specific age groups or special needs children, and/or to increase availability of care in rural areas.
- Develop strategies for the recruitment of providers, for the delivery of services, and the coordination of services for children with disabilities.
- Monitor and evaluate provider compliance with program requirements.
- Promote quality child care through the support of the Texas Rising Star Program and participate in the education of providers about the Texas Rising Star program.
- Make payments to child care providers.

Family Eligibility and Referral Services

Child care family services tasks include the following.

- Maintain a waiting list of potentially eligible families and inform parents/caregivers of the availability of child care.
- Ensure the parent/caretaker is aware of the different types of child care arrangements available to them, including relative child care.
- Allow parents to select any eligible child care provider that best meets the family's needs.
- Determine and document eligibility, verify information, and refer the parent/caregiver to the child care provider of his/her choice.
- Authorize child care.
- Provide child care consumer information to parents and to the public.

Financial Management Services

Workforce Solutions South Plains contractors or their fiscal agents must have financial systems that, at a minimum, meet the following standards.

- In accordance with Generally Accepted Accounting Principles, financial systems must include: (1) information pertaining to any subgrant or contract awards, obligations, unobligated balances, assets, expenditures, and income; (2) effective internal controls to safeguard assets and assure their proper use; (3) a comparison of actual expenditures with budgeted amounts; (4) source documentation to support accounting records; and (5) proper charging of costs and cost allocation.
- Financial systems must be sufficient to (1) permit preparation of required reports; (2) permit the tracking of funds to a level of expenditure adequate to establish that funds are allocated appropriately and have not been (will not be) used in violation of the restrictions on use of such funds; (3) track encumbrances; and (4) permit the tracking of program income, potential stand-in costs, and other funds.
- The State of Texas is allowed to impose additional requirements on sub-recipient financial systems. The Offeror selected from this RFP will be provided financial requirements for grant management established by the state.
- Financial systems must be designed in order to report contract costs as accruals.

Contractors are required to provide financial reports to Workforce Solutions South Plains on a regular, monthly basis in such detail and on such forms as required by Workforce Solutions South Plains. Failure to make reports on time may result in de-obligation of funds or termination of contract.

The Offeror awarded the child care services contract is required to comply with the following audit requirements.

- A contractor who receives more than \$750,000 in Federal funds will have an audit made in accordance with the OMB Circulars A-128 and A-133, as applicable and in effect at the time costs were incurred, unless the applicable circular provides otherwise, or in accordance with federal laws and regulations governing programs. Audit results will be provided to Workforce Solutions South Plains.
- A contractor may arrange for a single, organization-wide audit of its programs that will include a financial and compliance audit of state or federally funded programs under Workforce Solutions South Plains' contract, provided it is consistent with criteria found in the Texas Workforce Commission's *Financial Manual for Grants and Contracts*, and Workforce Solutions South Plains agrees prior to the audit process.
- Workforce Solutions South Plains reserves the right to conduct or cause to be conducted an independent audit of all funds received under Workforce Solutions South Plains contract, notwithstanding the requirements above. The audit may be performed by a certified public accounting firm, or other auditors that Workforce Solutions South Plains will designate. Such audit will be conducted in accordance with applicable federal rules and regulations, contractual guidelines, and established professional standards and practices.

Child Care Services Funds Management

The child care services contractor manages funds that are accessible to multiple customer groups. Direct child care allocations and operational expenditures are required to be tracked and reported to Workforce Solutions South Plains. A well-developed fiscal management system and capable staff are required to maintain this system and perform the necessary fiscal and statistical tracking and reporting.

Financial management tasks include:

- reviewing provider billings to ensure accurate payment for services;
- issuing payments to providers of care, including relative providers;
- tracking actual expenditures and project future expenditures to meet spending benchmarks; and
- managing and accurately accounting for operational budgets and expenditures.

Texas Child Care Connection (TX3C)

TX3C is a statewide database system utilized by the child care services program to document all family, provider, and fiscal information. It is maintained by TWC. All case management documentation must be maintained in TX3C and entered on a regular and frequent basis. The selected Offeror will be required to utilize the system in place at the time of the contract award and to transition to a new system as required by TWC.

IT Support

Computer hardware and software that supports the child care services delivery system is provided, supported, and maintained by Workforce Solutions South Plains. The selected child care contractor will be a user on Workforce Solutions South Plains' wide area network (WAN). Access to the WAN allows the contractor to verify eligibility for certain families, Internet access, access to TX3C, email, and all other systems required and necessary to efficiently and effectively operate the child care program. Workforce Solutions South Plains is responsible for the connectivity to the WAN.

Children are enrolled in the child care services program based on the priority group in which they fall. Children in the first priority group are considered mandatory and must be enrolled. Children in the second and third priority groups (discretionary) are served based on the Child Care Rules and Workforce Solutions South Plains policy and place in care based on the availability of funding.

Within the South Plains WDA, Workforce Solutions South Plains has five Workforce Solutions South Plains career and training offices serving job seekers, employers, and individuals receiving job training services. The Offeror selected through this RFP process will be required to ensure access to child care through each of the workforce offices.

PERFORMANCE MEASURES

Statewide and individual Workforce Solutions South Plains performance measures are established by the Texas Legislative Budget Board and passed down to the Texas Workforce Commission and Workforce Boards. The current child care measure for the South Plains is to provide care for 2,703 children per day for the period October 2025 through September 2026. The number of children served is defined as the number of full time and part time units provided per day for each child enrolled in the system.

Respondents to this RFP should plan to serve approximately the same number of children per day as the current performance measure for Board Contract Year 2026. The number of children served per day may be less or more based on the funds allocated to Workforce Solutions South Plains. TWC may also establish additional performance measures for the child care program. Failure to meet the performance measure may result the contractor being placed on a corrective action plan by Workforce Solutions South Plains. Workforce Solutions South Plains may also be placed on a corrective action plan by TWC if the contractor fails to meet the performance measures. If that action occurs, the sanction will be passed on to the contractor by Workforce Solutions South Plains.

It is the role of the child care services contractor to monitor the number of children enrolled and, in cooperation with and in agreement with the Workforce Solutions South Plains, take appropriate action to ensure the measure is met. If additional performance measures are

required of Workforce Solutions South Plains by TWC, the child care services contractor will also be required to take appropriate actions to ensure those measure(s) are met.

INTEGRATION OF CHILD CARE SERVICES

Workforce Solutions South Plains views the child care program as a major and equal component of its workforce development programs. Child care is necessary for many individuals/families to enter and remain in the workforce or participate in training and for employers to maintain and grow their businesses. The child care services program is designed to assist eligible families seeking to become self-sufficient by having reliable, affordable child care while the parent/caregiver works or is in job training. Workforce Solutions South Plains' child care program is available to eligible self-referring families and those families referred by the Workforce Solutions South Plains staff or Child Protective Services staff. Workforce Solutions South Plains staff refers parents participating in the Temporary Assistance for Needy Families (TANF)/ Choices, Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T), and the Workforce Innovation and Opportunity Act (WIOA) programs to support their participation in these programs. Other Workforce Solutions South Plains customers are referred to the child care contractor for assistance when child care is needed.

As a major component of Workforce Solutions South Plains' workforce programs, it is critical that there is an integration of child care and workforce programs. The child care services contractor must be familiar with the workforce core programs and the partner programs to fully participate in the integration process. It is the expectation of Workforce Solutions South Plains that the selected child care contractor will develop and implement a plan, in cooperation and collaboration with Workforce Solutions South Plains and the Workforce Solutions South Plains career centers, to integrate both services into a unified whole for the betterment of the customers we serve.

DETAILED FUNDING INFORMATION

Federal, state, and local funds finance the child care system. Funds from local organizations are used to match available federal funding. The allocation is based on the demographics of the total number of children and the number of eligible children living in the South Plains. The funding levels are set by a contract in October between TWC and Workforce Solutions South Plains; however, additional funding may become available at any point during the contract/budget year. The child care services contractor incorporates such funding and places additional children in care as necessary.

The funding sources and related categories of customers for this contract year are listed below.

- Child Care Development Fund (CCDF) funds the following categories of customers/families:
 - Temporary Assistance for Needy Families (TANF)/Choices

- Supplemental Nutrition Assistance Program (SNAP E&T) Employment and Training
- Low Income/At-Risk
- Texas Department of Family and Protective (DFPS)
 - Child Protective Services in-home
 - Title IV-E foster care
 - Title IV-B foster care
 - DFPS relative caregiver

Allocations

Listed below is the current direct care allocation for contract/fiscal year 2026 for the South Plains. The responses given to the questions asked in this RFP should take into consideration the amount of child care dollars available and the expected number of children to be served per day. The selected Offeror will be expected to adjust levels of care in accordance with actual funding levels, all subsequent changes in those levels, and the mandated performance measures. It is the expectation of Workforce Solutions South Plains that the selected contractor will maintain continuity of care for all children enrolled and will manage all funds so that children will not be dropped from care due to a projected or actual over expenditure of available funds.

Child Care Development Fund	\$20,363,524.00
Child Care Local Match - Federal Share Only	<u>\$ 1,272,616.00</u>
Total	\$21,636,140.00

Texas Workforce Boards are not allocated funds to serve children referred by the Texas Department of Family and Protective Services. Funds are made available to Workforce Solutions South Plains based on the previous year’s spending and adjusted as the need for services changes.

The child care services contractor requests funds from Workforce Solutions South Plains based on the child care providers’ payment request for care provided. Workforce Solutions South Plains is responsible for distributing funds to the child care services contractor who pays the child care providers for care provided to eligible children in accordance with established policies and procedures.

A portion of the full allocation awarded to Workforce Solutions South Plains is set aside for the operation of the program by the child care services contractor and operational costs provided by Workforce Solutions South Plains. Workforce Solutions South Plains’ operational expenses include the infrastructure costs of the child care services program: lease space, utilities, janitorial services, communication (local and long-distance service, Internet, the phone system), copiers, and IT systems (hardware, software, etc.) used by the child care services contractor. The child care services contractor has a separate operations budget for all other costs

associated with operating the child care services program. The responses given in the Proposed Service Delivery Plan section should take into consideration the amount of child care operational funds needed by a contractor to provide the services necessary to serve children in care.

The child care services contractor will be reimbursed based on actual operational expenses and the total amount paid will not exceed the negotiated budget.

The obligations of Workforce Solutions South Plains under this RFP and subsequent contract are expressly contingent upon the availability of funds for such purpose under the applicable federal, state, or other funding sources.

DEFINITION OF KEY TERMS

Allowable Costs - “To be allowable, a cost must be necessary and reasonable for proper and efficient administration of the program, be allocable thereto under these principles, and except as provided herein, not be a general expense required to carry out the general (i.e., non-Workforce Solutions South Plains funded) business of the sub-recipient. Costs charged to the program shall be consistent with those normally allowed in like circumstances in non-federally sponsored activities and with applicable state and local law, rules, and regulations...”

Workforce Solutions South Plains – refers to the South Plains Regional Workforce Development Board, dba Workforce Solutions South Plains (Workforce Solutions South Plains).

Child Care Services – the service delivery system used by Workforce Solutions South Plains to administer the subsidized child care services program for eligible customers.

Choices - employment services program to assist adult Temporary Assistance to Needy Families (TANF) recipients to transition from public assistance to work. The program applies a “work first” strategy with private, unsubsidized employment at the earliest opportunity.

Collaboration – organizations/resources that work to meet a common goal. Individual parties give up some of their autonomy, which results in the accomplishment of a greater goal that no one entity could achieve alone.

Contractor – the legal entity to which a service provider contract is awarded, and which is accountable for the use of the funds.

Coordination – resources that work together to have harmonious action and/or to prevent the duplication of services.

Customer – an employer, job seeker, current worker, dislocated worker, training participant, youth, parent/caregiver, child care provider, or educational institution that participates in a Workforce Solutions South Plains funded program.

Debarment – in accordance with Federal Executive Order 12549, an action taken by a debarring official in accordance with 45 CFR Part 79 to exclude a person from participating in a covered contract. A person so excluded is “debarred”.

Discretionary Children - children who are served as funding is available and included in the At-Risk eligibility characteristics.

Employers – refers to all establishments of any size, organized as sole proprietorships, partnerships or corporations engaged in legal commerce who hire employees for money wages under conditions conforming to State and Federal labor laws.

Integration – the coordination of separate parts into a unified whole. Contractor establishes positive working relationships with internal customers to provide an integrated service to recipients (parents/caregivers and providers) of the child care program.

Internal Customer – staff and agencies with whom the child care services contractor coordinates and collaborates with to provide services to all child care customers (parents/caregivers and providers).

LWDA – Local Workforce Development Area

Mandatory Children - children who are required to be served and include children from the following eligibility characteristics: Choices, TANF Applicant, SNAP E&T, and Department of Family and Protective Services child protective services and Former DFPS families.

Providers – licensed or registered child care facilities that sign an agreement with the child care services contractor to care for eligible children referred by the Workforce Solutions South Plains child care services contractor.

Reasonable/Necessary Cost - A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Consideration shall be given to: (a) whether the cost is a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award; (b) the restraints or requirements imposed by such factors as generally accepted sound business practices, arm’s length bargaining, Federal and State laws and regulations, and terms and conditions of the award; (c) whether the individuals concerned act with prudence, considering their responsibilities to their organization, employees, customers, the public at large, and the Government; (d) whether costs are consistent with established practices of the organization and do not unjustifiably increase the costs. Reasonableness of costs may be established by comparison with other proposals (best price – same product), historical data, comparison with prior in-house costs, and/or comparison with similar labor market costs.

Relative Child Care – an arrangement in which the child care provider is the great-grandmother or great-grandfather, a grandmother or grandfather, an aunt or uncle, or an older sibling who lives outside the home of the child receiving services.

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) – a program to assist SNAP recipients to enter employment and training activities which promote long-term self-sufficiency, authorized under the Food Stamp Act of 1977, as amended by the Person Responsibility and Work Opportunity Reconciliation Act of 1996.

Supportive Services – refers to services, following an individual’s assessment, which are determined to be necessary to enable an individual eligible for program services under WIOA, Choices, or SNAP E&T but who cannot afford to pay for such services. Supportive services may include transportation, child care, rental assistance, and other reasonable expenses required for participation.

Temporary Assistance to Needy Families (TANF) – a federal financial assistance program provided through the Texas Health and Human Commission to persons meeting certain residency, income, and resource criteria as provided for under the Personal Responsibility and Work Opportunity Reconciliation Act and the Temporary Assistance for Needy Families block grant.

Texas Rising Star (TRS) Provider – Licensed center based and licensed or registered home based child care providers participating in subsidized child care program in Texas can apply to participate in the Texas Rising Star program if they meet certain eligibility criteria. Programs that participate in Texas Rising Star meet higher quality standards than the minimum standards for Child Care Regulations. Texas HB 1792 legislates that all licensed or registered child care providers in the Texas subsidized child care program be required to participate in the Texas Rising Star program effective October 1, 2022.

Texas Workforce Commission (TWC) – the state agency that administers Texas’ workforce development system through the consolidation of job training, employment, and employment related education programs, including Choices, SNAP E&T, WIOA, Employment Services, and Child Care Services through contracts with local workforce boards. TWC administers the state unemployment compensation insurance system.

Texas Child Care Connection (TX3C) – is the automated child care management information system; also called client management system.

Workforce Innovation and Opportunity Act (WIOA) – provides workforce activities through statewide and local workforce systems that increases the employment, retention, and earnings of customers, and as a result, improves the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. WIOA is a collaborative effort between the federal Departments of Labor, Education, and Health and Human Services to ensure workforce services are also offered to individuals with disabilities

and adults requiring adult education services.

Workforce Service Provider -- an entity under contract with a local workforce development board to operate: 1) one or more Workforce Solutions career offices, or 2) one or more programs (e.g., WIOA, child care) or components of one or more programs (e.g., issuing checks for youth participating in summer employment or performing child care billing).

Workforce Solutions South Plains – local brand name that refers to the entire workforce system in the South Plains which includes Workforce Solutions South Plains, workforce career centers, and the child care services program.

Workforce Solutions South Plains Career Centers– refers to the Workforce Solutions South Plains offices/centers that provide workforce services and child care services to job seekers, employers, youth, low-income adults/families, dislocated workers, and TANF and SNAP recipients. Customers participating in the workforce programs are referred to the child care services contractor when child care is an identified need to support their employment or job training efforts. Workforce Solutions South Plains currently has five Workforce Solution Offices in the South Plains.

Terms not specifically defined above or elsewhere in this document shall be construed as defined in the program regulations, any amendments pursuant thereto; the *TWC Financial Manual for Grants and Contracts*, state policy/issues, or other applicable laws; or such usage as is commonly accepted by funding agencies and Workforce Solutions South Plains.

SERVICE DELIVERY PLAN

PROPOSED SERVICE DELIVERY PLAN

If approved for a contract, this section will be used as a core component in the contract Statement of Work. This narrative is a vital part of the proposal, representing the nature and level of services the proposing entity is offering to provide for the Workforce Solutions South Plains.

The following items are designed to assist the Offeror to succinctly, yet thoroughly, describe the proposed services. Please address each area in the order given below and head each as listed below. Offerors should feel free to expand their responses within these areas, as necessary, to adequately reflect the scope of their offer.

Note the following in the preparation of each proposal.

- Attachments, such as By-Laws, audit reports, policies, etc., are to be included in proposal uploads.
- Offerors are not required to use the Service Delivery Plan as a template and record the answers beneath each question. However, all responses must be submitted in the order listed in the Service Delivery Plan. It is recommended Offerors include the question with each response to ensure the evaluators can easily identify responses to each question. No questions or forms may be altered.

TABLE OF CONTENTS

Proposals must include a Table of Contents that lists each item of the proposal, including attachments, with corresponding page numbers. The proposal narrative must be in the order listed below.

EXECUTIVE SUMMARY

Provide a brief executive summary of the proposal. Include the following. **Limit the summary to no more than three (3), single-spaced pages.**

1. The Offeror's view of the child care program including its purpose, role in the workforce, and expected outcomes, and the Offeror's role in accomplishing these objectives.
2. The Offeror's vision for the Workforce Solutions South Plains child care services program.
3. How those services will be integrated with the overall workforce system.
4. What unique/creative strategies the Offeror will bring to deliver Workforce Solutions South Plains' child care services.

5. What challenges you see that impact the Workforce Solutions South Plains WDA in the delivery of child care services and what/how would you address them.

ORGANIZATIONAL CAPACITY/QUALIFICATIONS

1. Describe your organization. Include in the description the following. **Limit response to no more than three (3) pages, single-spaced, excluding attachments.**
 - a. Provide a brief description of the Offeror's organization and its core business. Include a history of the Offeror's organization and how the Offeror's mission, philosophy, and vision relate to the mission, goals, and philosophy of Workforce Solutions South Plains and the operation of the child care program.
 - b. Previous experience as a child care services contractor or experience in providing similar services.
 - c. Describe the Offeror's experience in the financial management of multiple programs, budgets, and funding streams.
 - d. If your entity is funded by more than one source, provide details of the sources of such funding and the percentages of the total organizational budget that those sources represent. Also, provide the name of any external reviewers/auditors used.
 - e. Describe the Offeror's organization's overall structure. Attach organizational charts, showing lines of authority of all key staff positions and an organizational chart depicting placement of the child care services program within the organization's structure. This should include the proposed lines of authority and responsibility.
 - f. Attach a list of the organization's Board of Directors and chief officers.
2. Describe your child care services delivery staffing pattern. Include in the response the following. **Limit response to no more than two (2) pages, single-spaced, excluding attachments.**
 - a. Identify the key staff for your organization. Include and identify the leadership and describe their responsibilities, experience, and length of service within the organization. Which leadership positions, if any, would be assigned to work with the Workforce Solutions South Plains child care contract? Who controls the management of your organization?
 - b. Attach copies of the job descriptions and minimum qualifications for each budgeted position. Include the number of staff for each proposed position.
 - c. Attach copies of staff resumes of key staff if the positions are currently filled.
3. Describe the succession plan, process, and strategy for ensuring that the loss of key management and operational staff does not result in failure of a key function. **Limit response to no more than one (1) page, single spaced.**

DEMONSTRATED EFFECTIVENESS

A primary consideration in selecting a contractor will be the organization's effectiveness in delivering comparable or related services based on demonstrated performance. The Offeror must demonstrate capabilities in the areas essential to the success of the service delivery system: services to families and providers, operational and administrative management of the program, and fiscal management. In addressing the items below, include quantitative measures of effectiveness whenever possible. **Limit response to no more than nine (9) pages, single spaced, excluding attachments.**

1. Provide a list of all child care programs or related human services programs that you operate/operated.
2. Provide the following details for each program listed above.
 - a. Type of service provided.
 - b. Total funds available by funding stream.
 - c. Total funds expended during the program year. If applicable, explain why you were unable to spend specific allocated funds.
 - d. Average number of customers/clients served per month.
 - e. If sub-contractors or providers were used to assist customers/clients, include how many and your role in the recruitment and management of the sub-contractor or provider.
3. Describe your experience and capabilities in managing child care or broad-based human service programs, including the following.
 - a. Client eligibility determination.
 - b. Monitoring sub-contractors for quality assurance and compliance with program requirements.
 - c. Funds management.
 - d. Experience in accurate and timely payment of sub-contractors or providers.
4. If you have provided child care services on a contractual basis for another entity (e.g., Workforce Board) within the past two (2) years, provide the following information on each contract:
 - a. Name of contracting entity
 - b. Date(s) of contracts
 - c. Contact name, phone number, and e-mail address
 - d. Total amount of contract(s)
 - e. Type(s) of services provided
 - f. Number of individuals served
 - g. Performance outcomes/results
5. For any human service-related program listed in question number one above, provide any federal and/or state required performance measures as well as any local measures

established for the program/funding stream. Describe the performance results for a minimum of two prior program years and the current program year.

6. List some of the major accomplishments you achieved and new strategies you implemented to improve or enhance services within the prior two years.
7. State your staff turnover rate for each of the prior two years and reasons for any turnover.
8. Attach copies of the three most recent monitoring reports. If applicable, include TWC reports and/or Workforce Board monitoring reports or other applicable funding authority(ies)'s reports. Describe efforts undertaken to address any deficiencies identified in these reports.

PROGRAM DESIGN AND OPERATIONAL PLAN

1. Describe your plan for the operation of the child care services program. Include the following topics in your description. **Limit response to no more than six (6) pages, single spaced.**
 - a. Proposed office hours, days of the week, and holidays to be observed.
 - b. Plans for hiring staff, evaluating staff performance, maintaining staff accountability, and on-going staff development.
 - c. Plans to train new staff and on-going training for staff to ensure staff is knowledgeable of and comply with all program requirements, staff comply with all required timeframes established by program/policy requirements, and ensure continuous improvement of service delivery.
 - d. Describe the internal monitoring systems, techniques, and quality control measures you will use to ensure data integrity and staff compliance with the child care program's rules and policies, all applicable laws and regulations, performance measures to promote quality of services delivered and to ensure customer satisfaction.
 - e. Plans for assessing and measuring customer satisfaction and creating an environment for the delivery of quality, customer-oriented services. Customers include individuals/families receiving child care services, child care providers, and other internal or external entities.
 - f. Describe your strategies for ensuring performance measures will be met.
 - g. Describe your strategies for ensuring spending benchmarks are achieved.
 - h. Describe your strategies for minimizing risk and detecting and reporting fraud.
 - i. Describe your strategies for providing services to customers in rural areas throughout the South Plains WDA.

- j. Describe how you will ensure that hearings and appeals from clients and providers will be in accordance with and guided by Workforce Solutions South Plains policies and in accordance with TWC guidelines.
 - k. Describe your strategies for working a “wait list” during open enrollment periods and efforts to ensure the wait list is replenished both during and after periods of open enrollment.
2. Provide the following information describing your plans for the provider management component of the child care services program. **Limit response to no more than two (2) pages, single spaced.**
- a. Identify your strategies for the recruitment of new providers to expand the availability of child care in the South Plains, including child care during non-traditional hours, infant/toddler care, care for children with disabilities, and for care that is not met by the current provider base, especially in the rural counties and communities.
 - b. Describe your proposed methods for the planning and coordination of services to children with disabilities.
 - c. Describe your plans to work with Workforce Solutions South Plains to transition all subsidize providers to the TRS program.
3. Describe your organization’s plan for providing services to eligible families. The description should include, but is not limited to, the following in your narrative. **Limit response to no more than three (3) pages, single spaced.**
- a. Strategies to ensure that eligibility determination, referral, and enrollment according to the prescribed priority groups are completed according to the written policies and procedures and without bias or favoritism.
 - b. Strategies to ensure customers are provided sufficient information to make an informed decision in choosing between the different types of available child care as well as the appropriate provider for their child.
 - c. Strategies to ensure children’s absences are tracked and families notified of their attendance status; and prompt action is taken when enrolling and removing Department of Family and Protective Services children from care.
 - d. Describe how you will ensure the security and confidentiality of customer information.
4. The child care services contractor will be responsible for managing budgets and tracking and reporting financial and statistical data. Respond to the following questions regarding the Offeror’s fiscal management systems/procedures/plans. **Limit response to no more than eight (8) pages, single spaced, excluding attachments.**
- a. Describe your plans or strategies for ensuring sufficient financial assets to provide adequate working capital.
 - b. What internal monitoring systems and techniques will be used to ensure there are

no disallowed costs and that contract budget expenditures are monitored? Include in your description:

- i. techniques to be used to measure fiscal performance;
 - ii. techniques to compare costs against planned budgets;
 - iii. actions to assure the accuracy and allowability of expenditures; and
 - iv. techniques to be used to guarantee data integrity.
- c. Describe the plans for processing provider payments accurately and in a timely manner. Child care providers are to be paid through electronic funds transfer.
 - d. Describe your procedures to identify improper payments, determine recoupment amounts, and collections from providers and/or parents.
 - e. Describe how you will fully expend the child care funds.
 - f. Describe your planned systems to ensure expenditures do not exceed the contract allocations.
 - g. If certain costs are determined to be disallowed, does your organization have a procedure and source for reimbursing such costs to Workforce Solutions South Plains? If so, describe that procedure. If any costs are determined to be disallowed, from what source will these costs be paid? (Federal or state funds may not be used to repay any disallowed costs.)
 - h. Describe your procurement procedures to ensure the purchases are necessary and the cost is reasonable.
 - i. Provide a certified statement that all taxes are paid in full to Internal Revenue Service and any other federal or state agencies to include income and sales taxes.

OUTREACH AND COLLABORATION Limit response to no more than three (3) pages, single spaced.

1. Describe your plans to outreach families to increase enrollment as needed to ensure the full utilization of all child care funding.
2. Describe your strategies to outreach agencies/organizations/groups/schools serving potentially eligible families about the availability of child care and awareness of the child care program.
3. Describe how you will promote coordination of services and cooperation among the social services agencies, state and local agencies, independent school districts, and other entities interested in child care for low-income families. Include how you will share information and collect information on mutual customers within the parameters of the personally identifiable information policies.
4. Describe your coordination plans/efforts with the Workforce Solutions South Plains Career Centers to ensure timely customer referrals across all programs and customer access to the child care services.

5. Describe your proposed collaboration with the Workforce Solutions South Plains' workforce career centers to provide parents with information on other available workforce services that they may need, and to increase outreach efforts by promoting child care services during job fairs and to employers.

REASONABLENESS OF COST AND COST EFFECTIVENESS

Complete the budget documents found on Workforce Solutions South Plains' website.

- The Budget Information document in the Forms section includes budget considerations the Offeror should apply in preparing its budget and narrative.
- The operational budget should be built on reasonable, allowable, allocable, and necessary costs.
- The Offeror's budget and budget narrative will be evaluated to ensure that all costs are adequately explained and how they are calculated.
- Evaluators will compare your proposed budget to those of other Offerors, how you intend to minimize operational costs, and the cost effectiveness of your proposal spending. The final contract budget will be established during contract negotiations.

QUALITY IMPROVEMENT

- Describe your plan to enhance the quality of child care, including descriptions of planned activities, training needs, and coordination with the community.
- How do you plan to incorporate/utilize the Quality allocation?
- Describe how you will evaluate quality activities for effectiveness.

Resource Room for Equipment and Supplies (Additional possible points)

- Describe your plan for managing the Resource Room including the location, hours of operation, and staffing.
- Describe how will you ensure that any equipment and materials are easily accessible to the providers in both urban and rural areas.
- Describe your experience in acquisition and distribution of materials and equipment.
- Describe your property management and inventory system. Include property tracking, rotation and movement.
- Describe your experience in providing technical assistance on use of equipment and materials, including adaptive equipment.
- Describe your plan for selecting, purchasing, and delivering equipment/materials to Providers. How will you identify specific equipment needs and provide resources to meet those needs?

SERVICE CONTINUITY AND TRANSITION OF SERVICE DELIVERY

If this procurement results in a change in the Workforce Solutions South Plains child care

services contractor, a transition plan is required to ensure continuity of services to all customers during the transition period. Respond to the questions below describing your transition plan to meet this criterion based on your status as a proposing contractor or as the current contractor. The final transition plan will be approved by the Workforce Solutions South Plains. Transition activities for child care services records and equipment will be completed by Monday August 17, 2026.

Note: This section will not be scored as part of the evaluation, but it will be reviewed and assessed by the evaluators.

All Offerors Except the Current Contractor Limit to no more than three (3) pages, single spaced.

1. Describe your transition plan. Workforce Solutions South Plains holds the lease for the child care services office and is responsible for all infrastructure services (communication systems, utilities, copiers, etc.) and the plan should not include moving the office to another location. The plan must include but is not limited to these areas.
 - a. Staff responsible for the transition and their qualifications.
 - b. How continuity of customer services will be maintained.
 - c. How payments to providers will not be interrupted.
 - d. Training of new staff on Child Care Services Guide, TX3C, and child care policies and procedures.
 - e. How the records will be transferred.
 - f. Transition expenses assumed by the Offeror.
 - g. The process for notification of customers, providers, partners, community organizations, etc. about the change of the child care services contractor including steps to be taken to minimize the disruption of service to customers and the proposed timeline for all transition activity.
2. Describe how you would evaluate and possibly reinvent the current service delivery model to provide updated information on performance, management, leadership, philosophy, methods, and systems.
3. Describe your strategy for assessing current staff, any proposed probationary period, recruiting any needed additional staff, and negotiating salaries and benefits.

Current Contractor Only

The current contractor is contractually required to cooperate with Workforce Solutions South Plains to assist with the orderly transfer of the services, functions, and operations of the child care services program if the contract is awarded to another service provider. Respond to the following describing your transition plan to meet this requirement. **Limit to no more than two (2) pages, single spaced.**

Describe how the contractor will assist in the transition of service delivery and ensuring service continuity and the staff positions who would be assigned to this transition activity if the contract is awarded to another entity. Include in the description the following.

1. Staff responsible for the transition.
2. How continuity of customer services will be maintained during the transition period.
3. How payments to providers will not be interrupted.
4. How the records will be transferred.
5. The action plan to cooperate with the newly selected contractor to notify community partners/organizations/parents/providers of the change in child care services contractor.

VALUE-ADDED BENEFITS

Describe any services or deliverables that are not required by the RFP that you propose to provide at no additional cost to Workforce Solutions South Plains that will offer/provide added value to the services, or the child care program proposed by the Offeror. Offerors are not required to propose any value-added benefits.

FORMS

All required forms listed on the checklist are included below. The budget documents are in Excel and are included as a separate document and may be found on our website, www.workforcesouthplains.org . Each of the documents must be signed and included with the Offeror's proposal along with any required attachments.

**SOUTH PLAINS REGIONAL WORKFORCE DEVELOPMENT BOARD
MANAGEMENT AND OPERATION OF WORKFORCE SOLUTIONS SOUTH PLAINS
CHILD CARE SERVICES RFP**

PROPOSAL CHECKLIST

Each proposal must contain the following documents, submitted in the order listed below.

- _____ Proposal Cover Sheet
- _____ Authorized Signature Designation
- _____ Proposed Service Delivery Plan
- _____ Proposed Budget and Budget Narrative
- _____ Attachment A: Insurance and Bonding Requirements
- _____ Attachment B: Assurances and Certifications
- _____ Attachment C: Certifications Regarding Lobbying, Debarment, Drug-free Workplace, and Other Certifications
- _____ Attachment D: Texas Corporate Franchise Tax Certification and State Assessment Certification
- _____ Attachment E: Certification of Conflict of Interest
- _____ Attachment F: Attestation Regarding Personnel Policies
- _____ Attachment G: Administrative Management Survey (including required attachments)
- _____ Attachment H: Financial Management Survey (including required attachments)
- _____ Attachment I: Disclosure Statement
- _____ Attachment J: Certification on The Use of Public Subsidy Restriction
- _____ Attachment K: Certification of Offeror
- _____ Certificate of Good Standing or Certificate of Account Status from the Comptroller of Public Accounts (if applicable)
- _____ Resolutions*

* **Private non-profit organizations and agencies of state or local government (including independent school districts and community college districts)** responding to this Request for Proposal must include the following: (1) a resolution from offeror’s governing body or Board authorizing the submission of the proposal and (2) a letter of transmittal from the chief executive officer of the offeror’s organization.

* **Private for-profit corporations** submitting a proposal must include a statement signed by an authorized representative of the corporation authorizing submission of the proposal.

**SOUTH PLAINS REGIONAL WORKFORCE DEVELOPMENT BOARD
MANAGEMENT AND OPERATION OF WORKFORCE SOLUTIONS SOUTH PLAINS
CHILD CARE SERVICES RFP**

PROPOSAL COVER SHEET

Offeror Name: _____

Mailing Address: _____

Physical Address (if different) _____

Contact Person _____ Title _____

Contact Person Telephone Number: _____

Email address: _____

Tax/Legal Status:

- Unit of Government
- State
- County
- City

- Public, Non-Profit
- Private, Non-Profit
- Private, For-Profit
- Other

Certified Veteran Heroes United In Business (VetHUB)?

- Yes No

If yes, attach the certificate to this page. No bonus points will be given unless the certification is attached.

If non-profit, is the organization chartered for specific services?

- Yes No If yes, please specify.

Please attach a copy of IRS Form 990.

State of Incorporation: _____ Date Established _____

State Comptroller ID Number _____ EIN Number _____

Is the organization a Small Business (employing less than 500)? Yes No

Unique Entity Identifier (Dun and Bradstreet Number): _____

**SOUTH PLAINS REGIONAL WORKFORCE DEVELOPMENT BOARD
MANAGEMENT AND OPERATION OF WORKFORCE SOLUTIONS SOUTH PLAINS
CHILD CARE SERVICES RFP**

AUTHORIZED SIGNATURE DESIGNATION

ORGANIZATION NAME:

I, _____ certify that I
am the

(Typed Name)

_____ of _____
(Title) (Typed Name of Organization)

_____, and that the authority of the named organization herein to submit the attached proposal is derived from the following provisions (check one):

- Bylaws _____
- Articles _____
- Governing Workforce Solutions South Plains _____
- Resolution/Minutes _____
- Other (specify): _____

The individual whose signature appears below has the legal authority to enter into and execute a contract with the South Plains Regional Workforce Development Board to provide the activities authorized and detailed in this request for proposal. The individual agrees to submit upon request by the South Plains Regional Workforce Development Board such information and documentation as may be necessary to verify the certification contained herein.

The individual understands it is his/her responsibility to notify the South Plains Regional Workforce Development Board of any changes. Notification of changes shall be provided within five (5) calendar days of the change, at which time this authorization will be updated.

Signature

Typed Name

Typed Title

BUDGET INSTRUCTIONS

The budget forms include:

- Proposed annual operations budget
- Salary allocation plan
- Fringe benefit detail
- Budget narrative

Complete all the forms as requested. All costs listed on the line-item proposed annual operations budget must be explained in the Budget Narrative. The budget will be used in contract negotiation with the successful Offeror. The proposed budget should only include those management and operations activities requested in this RFP.

Budget Considerations

- **Technology.** Workforce Solutions South Plains is responsible for all Information Technology including oversight and maintenance of the local and wide-area networks, cybersecurity, hardware, and software. Workforce Solutions South Plains makes all necessary technology purchases, including hardware, licenses, software upgrades, contract and website maintenance, and replacement parts. Workforce Solutions South Plains provides all technology support. All Workforce Solutions staff has Internet and email access through the South Plains Regional Workforce Development Board.
- **Infrastructure Costs.** Workforce Solutions South Plains is responsible for the infrastructure costs associated with the operation of the child care services office. The infrastructure costs include rent/lease costs for the office space (including electricity, gas, and water and, janitorial), communication (including local, long distance, and data/internet, phone system), and copiers. Any expense for cell phones for staff is the responsibility of the contractor. Workforce Solutions South Plains is also responsible for the procurement and purchase of any equipment used by the staff. The contractor will be responsible for paying postage fees and other consumable supplies required by the staff.

PROPOSED ANNUAL OPERATIONS BUDGET FORM. Complete and submit the form with the proposal. The budget submitted should represent a **ONE-YEAR projection of expenses**. Include all program operations costs. The Offeror's proposed budget for this RFP is for its operational costs only (see the budget form for the line-items to be included). The operational budget for the current contractor for the present program year is \$1,264,500.00, with an additional \$465,000.00 allocated through the Texas Rising Star Mentoring Program, bringing the total funding to \$1,729,500.00.

Personnel Costs. Include salaries, fringe benefits costs of all regular staff positions and any temporary staff as described in the proposal narrative.

The salary amounts found in the Proposed Annual Operations Budget must tie to the amount found in the Salary Allocation Plan column labeled "Amount Paid by Workforce Solutions South Plains". These are salaries that will be paid in total or in part by funds allocated to this contract by Workforce Solutions South Plains. Include the costs of any planned temporary staff. Please note the use of a staffing agency to provide temporary staff must be properly procured.

Personnel Costs does not include professional personnel who provide independent services on a contractual basis, such as auditors. Such contractual services should be listed in the Contractual Services section.

Travel Costs. Itemize any necessary travel expense of staff traveling within the Workforce Solutions South Plains' 15-county region in the line-item, Staff In-region Travel. Staff Out-of-region Travel should include travel expenses (car mileage, airline fares, per diem, car rental, registration, lodging, etc.) for staff traveling outside the Workforce Solutions South Plains' 15-county region. Out-of-region travel can include a one-day trip to another workforce board area or an overnight trip to a conference. Any out-of-state travel expensed to this contract must be approved by Workforce Solutions South Plains in advance.

The Offeror's mileage and per diem rates may be more than that approved by the State of Texas. However, Workforce Solutions South Plains will only reimburse for expenses up to the maximum set by the State of Texas Travel Guidelines.

Other Costs. Include supplies, printing, membership subscription, postage, etc. The expense and the necessity for the expense must be fully explained in the budget narrative. Workforce Solutions South Plains is responsible for all communication (telephone and Internet) costs and these expenses are not to be included in the proposed budget. If cell phone costs are included in the budget, show the expected expense in the Additional Costs Line Item.

Insurance. Refer to the Insurance and Bonding Requirements document for coverage amounts for each type of required insurance. The "Insurance and Bonding Requirements" document is to be completed as part of the Budget Narrative in response to this line-item.

The *TWC Financial Manual for Contracts and Grants* provides the following requirements for fidelity bonds and errors and omissions. Note: the term "Workforce services provider" includes a contractor providing child care services.

- Fidelity Bond

"The fidelity bond must be in an amount that is sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point. Such amount will be determined based on cumulative amounts drawn during any consecutive three-day period for single or multiple funding sources."

In addition, Texas Workforce Commission rule at 40 TAC §802.21(b) requires Workforce Board service providers to secure an additional amount of funds against loss as follows:

- If the amount secured by the fidelity bond is "sufficient to cover the largest cumulative amount of all cash requests submitted on a given day or the cumulative amount of funds on hand at any given point," but is less than 10% of the funds subject to the control of its workforce service providers, the difference must be secured through bonds, insurance, escrow accounts, cash on deposit, or other methods in accordance with the requirements of 40 TAC §802.21.
 - If the fidelity bond is sufficient to cover all amounts required above, no additional funds must be secured against loss.
- **Errors and Omissions.** Workforce services contractors must carry "errors and omissions" insurance, or the equivalent.

If an automobile or other vehicle is used in connection with contracted activities for transportation of contractor employees, auto coverage is required.

Public agents must prove comparable insurance coverage for all categories. Insurance binders or certificates are requested in the attachments. If all the listed insurance is not currently in place, please include a statement of commitment to obtain such insurance if the Offeror is awarded a contract.

The selected Offeror shall indemnify, save, and hold Workforce Solutions South Plains harmless from any claims or losses or damages to property and/or the resulting loss of use thereof and from any loss or damage arising from bodily injury, including death, to the extent that such claims, losses, or damages are caused in whole or in part by any actions or omission of the contractor, its employees, officers, and agents, or its subcontractors. The selected Offeror will obtain and continue in force, during the term of the contract, all insurance specified. Before starting work, the selected Offeror will be required to submit certificates of insurance. Workforce Solutions South Plains shall be named as an additional insured and shall be granted a waiver of subrogation and approval over exclusions. This solicitation does not obligate Workforce Solutions South Plains for any cost incurred prior to start date of the contract. Workforce Solutions South Plains will not reimburse any Offeror for costs other than those specified in a signed contract.

Equipment. Workforce Solutions South Plains has sufficient equipment, furniture, automation equipment, etc. to operate the child care program and to support the staff. Do not include these items in the budget.

Contractual Services. Include other contractual professional services.

Indirect Costs. If indirect costs are requested in this proposal, a copy of the Offeror's approved indirect cost plan and/or cognizant agency letter approving an indirect cost rate is required.

Also include any direct charges made on behalf of administrative staff that is not covered by the indirect rate.

Profit. Profit may not exceed 8% of the total operation costs (excludes costs associated with indirect costs and direct client services). Profit is only available as a budget line item for a for-profit organization and will be a factor in the evaluation process. 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 Offeror, the Offeror's investment, and the quality of its past performance record.

A non-profit or governmental entity is not eligible to earn profit from a contract resulting from this RFP and will be required to return any profit earned to Workforce Solutions South Plains (i.e., excess of revenues over expenses) at the end of each contract year.

In-Kind Provided. Include any in-kind costs provided. Cost of items used in the operation of the child care services program, but not charged to Workforce Solutions South Plains, should be noted as "in-kind".

Staff time devoted to the proposed contract but paid by another entity should be listed in the "Amount Paid by Other" column of the Staff Allocation Plan. Such "In-kind" contributions and their costs should also be reported in the narrative. If any item in the proposed budget is to be provided by the Offeror from other sources other than Workforce Solutions South Plains, listing that item as "In Kind" will assure Workforce Solutions South Plains that an important cost item has not been overlooked.

The **SALARY ALLOCATION PLAN** will serve as the budget narrative for the Total All Salaries line-item. The budget narrative must coincide with the job descriptions required in the Service Delivery Plan to determine that the staff expenses are reasonable and necessary. If staff is salaried and not paid on an hourly basis, divide the annual salary by 2,080 hours (or the annual work hours specified in Offerors' personnel policies) to convert salaries into an hourly rate.

The **FRINGE BENEFIT DETAIL** is used to support the Total Fringe Benefits line-item in the budget. Fringe benefits should be itemized by position and the cost of each listed to indicate how the Total Fringe Benefits in Personnel Costs was computed.

The **BUDGET NARRATIVE** is used to explain the purpose of each line item in the Proposed Annual Operations Budget and should provide a breakout showing the exact amount of each item and how the cost was computed. Such supporting information is necessary for Workforce Solutions South Plains to determine if budgeted costs meet the standards of "reasonable, necessary, allowable, and allocable". For each item, explain the reason or purpose of the expense, as it relates to the proposed activities, and explain how the exact amount of that cost was calculated. For the Travel Costs line-items, include an explanation of the staff positions involved, the purpose of the travel, and the method of computing the expense.

The allocation in the RFP is a projection. The allocation may remain the same, increase, or decrease. Should the actual allocation increase or decrease from the amount stated in the RFP, the contracted amount will be adjusted accordingly.

The obligations of Workforce Solutions South Plains under this contract are expressly contingent upon the availability of funds for such purpose, under the applicable federal, state, or other funding sources.

BUDGET NARRATIVE

1. **Salaries:** Identify all positions included in the budget by position/job title and salary on the Salary Allocation Plan. The Salary Allocation Plan will serve as the narrative for this line-item. Show all salaries paid from funds that would be received from the Workforce Solutions South Plains, in the Proposed Budget in the “Amount Paid by Workforce Solutions South Plains” column. Only salaries paid by sources other than Workforce Solutions South Plains should appear in the “Amount Paid by Other” column.
2. **Fringe Benefits:** Fringe benefits should be itemized and the cost of each listed (as percent of total salary or a fixed amount) to indicate how amounts in the Fringe Benefit Detail per position were computed.
3. **Temporary Staffing:** Identify costs of temporary or contract staff who will be used for more than short-term projects, including planned number of staff and reason for use of such staff. Identify any other costs associated with personnel not included elsewhere.
4. **Staff Travel:** Identify mileage, meal, lodging and other related transportation expenses for in-region, out-of-region, and out-of-state travel. Identify planned/projected training costs for staff, including expenses such as registration fees, tuition costs, etc. Any out-of-state travel expensed to this contract must be approved by Workforce Solutions South Plains in advance.
5. **Supplies/Materials:** Include estimated monthly cost for consumable supplies and materials.
6. **Printing/Reproduction:** Include estimated monthly cost for copier paper and printing, excluding cost of renting or leasing copier equipment.
7. **Postage:** Include estimated monthly cost.
8. **Memberships and Subscriptions:** Include the organizational names and cost of memberships, estimated monthly cost of newspaper, magazine or periodical subscriptions, and purchase of publications.
9. **Additional Other Costs in the OTHER COSTS section:** Include such items as cost of legal notices, advertising staff vacancies, etc.
10. **Insurance/Bonding:** Use the Insurance and Bonding Requirements document to Identify annual premium cost for each type of required insurance and bond.
11. **Accounting/ Bookkeeping:** Include services not directly provided by Offeror.

12. **Audit Services:** Include only audit services related to the child care services program costs as part of the agency-wide audits. Do not include costs of financial reviews or outside evaluations other than audits.
13. **Consultant Services:** Identify planned consultant services and estimated costs.
14. **Legal Services:** Professional services provided by licensed attorneys to draft, review, negotiate, and enforce contracts, and to ensure compliance with applicable state and federal laws and regulations.
15. **Additional Other Costs in the CONTRACTURAL SERVICES section:** Identify planned services and estimated costs.
16. **Indirect Cost:** Identify methodology and percentage and items included in indirect cost plan. Include any direct charges made on behalf of administrative staff that is not covered by the indirect rate.
17. **Profit:** Profit may not exceed 8% of the total operations costs (exclude costs associated with indirect costs and direct client services). Profit is only available as a budget line item for a for-profit organization and will be a factor in the evaluation process.
18. **In Kind Provided:** State the amount of matching or in-kind funds offeror wishes to grant offer to the contract.

ATTACHMENT A

INSURANCE AND BONDING REQUIREMENTS

Offerors complete the table below and indicate the level of current or proposed coverage for each type of insurance. If an Offeror plans to provide additional coverage, please include such coverage, and provide a brief explanation. If an Offeror does not plan to provide coverage for any area, please provide an explanation.

Proof of insurance is not a requirement for submission. However, Offerors should be aware that no activities may begin under contract through Workforce Solutions South Plains until the required insurance has been obtained and proper certificates (or policies) are filed with Workforce Solutions South Plains. Before submitting a proposal, the Offeror should contact its insurance agent to determine if the required coverage can be obtained.

The selected Offeror shall provide a certificate of insurance prior to the commencement of work under this contract certifying that the minimum coverages identified below will remain in force during the life of this contract. Except for workers compensation and accident/injury policies, each policy shall name Workforce Solutions South Plains as an additional insured or loss payee, as applicable. No funds will be disbursed until proof of coverage, in the form of insurance or a binder is provided. The Offeror should determine if there are added costs to include Workforce Solutions South Plains as an additional insured and include such costs in the budget.

TYPE OF COVERAGE	MINIMUM REQUIREMENT	OFFEROR COVERAGE	EXPLANATIONS
Commercial General Liability	\$3,000,000 aggregate \$1,000,000 per occurrence		
Automobile Liability	* \$1,000,000 aggregate \$500,000 per occurrence for bodily injury \$100,000 per occurrence for property damage		
Umbrella Insurance	\$1,000,000 aggregate \$1,000,000 per occurrence		
Errors and Omission	\$300,000 aggregate		
Employee Dishonesty	\$250,000		
Workers Compensation For Staff	Must be worker's compensation policy or comparable. Please identify type of coverage.		
Fidelity Bonding**	\$1,000,000 or an amount sufficient to cover the largest cumulative amount of all cash requests or funds on hand		
Other			

* Applicable if the selected Offeror uses an automobile, whether owned, leased, or non-owned, in conducting performance under this Contract.

** Must be executed by a corporate surety or sureties holding certificates of authority, authorized to do business in the State of Texas. The bond must be accompanied by a valid Power of Attorney issued and certified by the surety company authorizing the attorney-in-fact who signs the bond to commit the company to the terms of the bond and stating any limit in the amount for which the attorney-in-fact can issue a single bond.

ATTACHMENT B

ASSURANCES AND CERTIFICATIONS

Each organization submitting a proposal in response to this Workforce Solutions South Plains Request for Proposal warrants and assures:

1. The information contained in this proposal is true and correct.
2. The costs described in the proposed budget accurately reflect the Offeror's cost of providing services or goods.
3. No employee, member of a governmental Workforce Solutions South Plains or Board of Directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposal has offered or will offer any gratuities, favors, or anything of monetary value to any member of the South Plains Regional Workforce Development Board or any employee of the South Plains Regional Workforce Development Board for the purpose of or having the effect of influencing the decisions of the South Plains Regional Workforce Development Board with respect to the organization or the individual's proposal or any other proposal.
4. No employee, member of a governmental board or Board of Directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposal has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Proposal.
5. The organization possesses the legal authority to offer this proposal.
6. If the Offeror is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the offeror's governing body authorizing the submission of this proposal.
7. No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in the connection with any program operated with funds from this Request for Proposal because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

Each organization submitting a proposal also warrants and assures that they will, as a condition of contract award to operate and manage Workforce Solutions South Plains funded programs or activities, carry out Workforce Solutions South Plains funded programs or activities to:

1. Comply with all requirements of 29 CFR Part 96 (Single Audit Act); 29 CFR Part 33 and 34

(Non-discrimination and Equal Opportunity requirements); provisions of the grants/agreements under which the State of Texas and the Workforce Solutions South Plains have received funding under this Request for Proposal process; and provisions of the grants/agreements that will result from this Request for Proposal process.

2. Comply with:

- The Age Discrimination Act of 1975, 42 U.S.C. 1681 – 1688, as amended;
- Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000f et seq., as amended;
- The Rehabilitation Act of 1973, 504,29 U.S.C. 794, as amended;
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 – 1688, as amended;
- The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq., as amended;
- The Women in Apprenticeship and Non-Traditional Act, 29 U.S.C. 2501 et sew, as amended;
- Section 188 of the Workforce Innovation and Opportunity Act; and
- All applicable rules and regulations issued under these laws.

3. Comply with the Office of Management and Budget “Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards” (OMB Uniform Guidance (UG), 2 Code of Federal Regulations Part 200), as supplemented by the Uniform Grant Management Standards (UGMS) or Texas Grant Management Standards (TxGMS), as applicable, as promulgated by the Texas Comptroller of Public Accounts;

4. Comply with all requirements of any relevant policies issued by the U.S. Departments of Agriculture, Education, Health and Human Services, or Labor; the State of Texas; or the South Plains Regional Workforce Development Board which concern the operation of programs and services funded under each appropriate funding source.

By signing I acknowledge that I have read these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding by the South Plains Regional Workforce Development Board.

Signature

Typed Name and Title

Offeror’s Organization

ATTACHMENT C

CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, DRUG-FREE WORKPLACE REQUIREMENTS, AND OTHER CERTIFICATIONS

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
 - (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
 - (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
-

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission

of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
- (4) Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that it shall provide a drug-free workplace by:

- 1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- 2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;
- 3) Providing each employee with a copy of the Contractor's policy statement;
- 4) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- 5) Notifying the Workforce Solutions South Plains within ten days of Contractor's receipt of a notice of a conviction of an employee; and
- 6) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Other Certifications

The undersigned certifies that neither it nor its principals are barred from participating in State contracts pursuant to Texas Government Code § 2155.077, as implemented by 34 TAC §§ 20.105 – 20.107; **OR** found on the Excluded Persons List System (EPLS) in compliance with Executive Order 13224 (Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), as implemented by 29 C.F.R., Ch. XII, Part 1471.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Name and Title of Authorized Representative

Signature

Date

ATTACHMENT D

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

_____ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

_____ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name and Title of Authorized Representative

Signature

STATE ASSESSMENT CERTIFICATION

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

The corporation certifies that:

_____ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

_____ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Name and Title of Authorized Representative

Signature

ATTACHMENT E

CERTIFICATION OF CONFLICT OF INTEREST

By signature of this proposal, Offeror covenants and affirms that:

1. No manager, employee or paid consultant of the Offeror is a Board Member of Workforce Solutions South Plains, the Chief Executive Officer, or an employee of the Workforce Solutions South Plains;
2. No manager or paid consultant of the Offeror is a spouse to a Board Member of Workforce Solutions South Plains, the Chief Executive Officer, or an employee of the Workforce Solutions South Plains;
3. No Board Member of the Workforce Solutions South Plains, the Chief Executive Officer, or an employee of the Workforce Solutions South Plains owns or controls more than a ten (10) percent interest in the Offeror;
4. No spouse of a Board Member of Workforce Solutions South Plains, Chief Executive Officer or employee of the Workforce Solutions South Plains is a manager, employee, or paid consultant of the Offeror;
5. No Board Member of Workforce Solutions South Plains, Chief Executive Officer, or employee of Workforce Solutions South Plains receives compensation from Offeror for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
6. Offeror has disclosed within the Proposal any interest, fact or circumstance which does or may present a potential conflict of interest;
7. Should Offeror fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Offeror shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with Workforce Solutions South Plains and shall immediately refund to Workforce Solutions South Plains any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by Workforce Solutions South Plains relating to that contract; and
8. Offeror shall comply with the standards of conduct stated in the Assurances and Certifications, and be in accordance with Texas Administrative Code, Title 40, Part 20, Chapter 802.

Name of Entity

Name and Title of Authorized Signatory

Signature

Date

ATTACHMENT F

ATTESTATION REGARDING PERSONNEL POLICIES

In lieu of submitting the Offeror's complete personnel policies and procedures, Offerors must complete this assurance that their personnel policies address at a minimum the following elements. Personnel policies and procedures may be verified as a part of the pre-award review should the proposal be selected for consideration.

Offeror attests that the organization's personnel policies and procedures do address the following elements:

- Terms and conditions for employment
- Open employee recruitment, selection, and promotion based on ability, knowledge, and skills
- Employee compensation and fringe benefits
- Holidays, vacation, and sick leave
- Travel policies and reimbursement of travel expenses
- Conflict of interest policy
- Employee grievance procedures
- Employee code of conduct
- Employee training
- Employee retention based on the adequacy of their performance and for making adequate efforts to correct inadequate performance
- Non-discrimination of applicants and employees with regard to political affiliation, race, color, national origin, sex, age, physical disability, or religious creed
- Assurance that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office
- Prohibition against nepotism
- Prohibition against employees using their positions for private gain for themselves or other parties

I understand that the verification of the adequacy of personnel policies and procedures may be part of the pre-award review should this organization be selected.

Name of Entity

Name and Title of Authorized Signatory

Signature

Date

ATTACHMENT G

ADMINISTRATIVE MANAGEMENT SURVEY

Attach the following documents:

- Grievance Procedures
- Local Rules OR By-laws
- Articles of Incorporation OR Charter

QUESTION	YES	NO	N/A
1. Does your organization have grievance procedures?			
2. Does your organization have current Articles of Incorporation or Charter?			
3. Does your organization have the capacity or staff to produce and maintain participant records and other information as needed by Workforce Solutions South Plains and required by the State of Texas?			
4. Does a board govern your organization?			
5. Does a council govern your organization?			
6. Does your organization operate under local rules?			
7. Does your organization operate under by-laws?			
8. Has your board or council reviewed and approved this proposal?			
9. Does your organization have a current, approved Fidelity Bond? If so, what is the amount?			

By signing below, I certify that the responses to the Administrative Management Survey are true.

Signature _____ Date _____

Printed Name and Title _____

Organization Name _____

ATTACHMENT H

FINANCIAL MANAGEMENT SYSTEMS SURVEY

Attach the following documents:

- Procedures and Internal Control for Procurement
- Accounting Procedures
- Indirect Cost Plan or Cognizant Agency Letter of Approval
- Travel Policies
- Audit Summary Reports or Financial Statements for The Last Two Years
- Cost Allocation Plan

QUESTION	YES	NO	N/A
1. Does your organization follow GAAP?			
2. Does your accounting system provide you with adequate information to prepare a monthly financial report? (Such report should be derived from balance sheet, income, and expense statements.)			
3. Does your accounting system provide control and accountability over all funds received, property, and other assets?			
4. Does your accounting system provide for financial reports on an accrual basis (including expenditures, obligations, and balances)?			
5. Does your accounting system provide for identification of receipt and expenditure of funds separately for each funding source?			
6. Are your accounting records maintained in such a manner as to facilitate the tracking of funds to source documentation of the unit transaction?			
7. Does your accounting system have the capability to develop procedures for determining the allowance and allocation of cost in accordance with the provisions of the Uniform Grant and Contract Management Standards?			
8. Are State and Federal funds, which are advanced to you, deposited in a bank with FDIC coverage?			
9. Has the bank in which you deposit State or Federal funds insured the account(s), or put up collateral, or both, which is equal to the largest sum of money which would be in such account(s) at any one point in time?			
10. Do you make monthly reconciliation of your bank account(s)?			
11. Are these reconciliations made by the same person who performs the record-keeping for receipt and disbursement transactions?			
12. Do you record your cash receipt and disbursement transactions daily?			
13. Are there positions within your organization which have, as one of their duties, the receipt, distribution, or handling of money covered under bond?			

14. Is there one person who is directly responsible for all fiscal transactions?			
15. Is there a person who is responsible for the receipt of all purchased goods?			
16. Do you have written procedures and internal controls established for the procurement of goods and services?			
17. Is documentation (timesheets, etc.) properly kept supporting each payroll disbursement?			
18. Are records maintained to support authorized leave (sick leave, vacations, etc.)?			
19. Are there positions within your organization which have, as one of their duties, the receipt, distribution, or handling of money covered under bond?			
20. Does your organization have written authorized travel policies?			
21. Is proper documentation maintained to support travel disbursements?			
22. Is your accounting system bound by any outside agency (city, county, etc.)?			
23. Do you have an indirect cost plan with current approval by a cognizant agency?			
24. Is your organization funded by more than one source?			
25. Does your organization have a written lease for all rented or leased property?			
26. Does your organization have internal controls sufficient to ensure the integrity of federal funds?			

Certification Of Financial And Fiscal Responsibility

The Offeror must certify that it has developed key control systems to address the areas of fiscal integrity, procurement, monitoring and oversight, staff, reporting systems, and data integrity as specified in the attached certification. Such systems are subject to review and approval by the South Plains Regional Workforce Development Board.

_____ attests that key control
Offeror Name

systems, policies, and procedures are in place, as noted in this certification, and such systems, policies, and procedures are in compliance with the applicable federal and state rules and regulations. The Offeror also certifies that written procedures and policies are available for inspection by the South Plains Regional Workforce Development Board or its designee.

Signature _____ Date _____

Printed Name _____

Title of Signatory Authority _____

Organization Name _____

ATTACHMENT I

DISCLOSURE STATEMENT

Please respond to the questions in the table below to disclose the resolution or current status of any findings, exceptions, or disallowed costs. Offerors must disclose any and all outstanding monitoring and/or audit concerns from any of the Offeror's other contracts. For any questions answered "Yes", please provide an explanation in an accompanying attachment.

QUESTION	YES	NO	N/A
1. Have you ever been identified as a "High Risk" contractor or auditee? If so, describe the circumstances.			
2. Are you currently operating under any form of corrective action, technical assistance or performance improvement plan? If so, for what entity area, the reason for the action, and your progress to resolve the action.			
3. Are you currently, or within the past two (2) years, been under any form of sanction? If so, describe the sanctioning Workforce Board's basis for the sanction and duration.			
4. Have you had any contracts that you have not renewed or terminated early within the past three (3) years? Specify the reason(s) for the early termination.			
5. Have you received any Equal Employment Opportunity related complaints during the past two (2) years? If yes, provide a summary, including the resolution or current status for each.			
6. In the past three years, has your organization had adverse judgments or findings, such as administrative audit findings, monitoring findings, or sanctions by a court of law? If yes, explain.			
7. Has your organization ever filed for bankruptcy? If yes, describe the circumstances and current status.			
8. Has any executive staff or Board officers ever been convicted of fraud, embezzlement, theft, or conversion? If yes, describe the details.			
9. Do you have any real or contingent liabilities that might affect your ability to perform a contract if awarded? These liabilities may include, but are not limited to, delinquent federal, state, city, or county taxes, lawsuits of any kind, or audit exceptions. Please state whether there are any liabilities, and, if there are, explain the circumstances and their status.			

ATTACHMENT J

CERTIFICATION ON THE USE OF PUBLIC SUBSIDY RESTRICTION

Pursuant to Texas Government Code 2264.051, a business that applies to receive a public subsidy from a state agency or state funded agency shall certify that the business, or a branch, division, or department of the business does not and will not knowingly employ an undocumented worker as defined in the Texas Government Code, 2264.001(4).

The undersigned authorized representative of the entity making the offer or application herein understands and certifies that:

- (1) the following indicated statement is true and correct;
- (2) making a false statement is a material breach of contract and grounds Contract cancellation; and
- (3) If, after receiving a public subsidy, the entity is convicted of a violation under 8 United States Code 1324a(f) (relating to the unlawful employment of undocumented workers) the entity shall repay the amount of the public subsidy with interest, at the rate provided under the contract issued pursuant to this offer or application, within 120 days of receiving the notice of violation.”

Signature _____ Date _____

Printed Name and Title _____

Organization Name _____

ATTACHMENT K

CERTIFICATION OF OFFEROR

I hereby certify that the information contained in this proposal and all attachments are true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, Workforce Solutions South Plains Board member, officer, or agent of Workforce Solutions South Plains has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the request for proposal and that this organization will comply with all pertinent regulations, Workforce Solutions South Plains policies and other applicable local, state, and federal regulations and directives in the implementation and provision of child care services. I certify that I have read and understand the General Condition section of this request for proposal and agree to comply with all terms.

I, _____
Typed Name

certify that I am the _____
Typed Title

of the corporation, partnership, sole proprietorship, public or other eligible entity named as the Offeror and respondent herein and that I am legally authorized to sign this proposal and submit it to the South Plains Regional Workforce Development Board on behalf of said organization by authority of its governing body.

Signature of Person Authorized to Sign
for the Entity _____

Typed Name _____

Typed Title _____

Date _____