



Request for Proposals

Child Care Fiscal Services

*Workforce Solution of Central Texas, Board Office
200 N. Main
P.O. Box 450
Belton, Texas 76513
(254) 742-4512*

ISSUE DATE: December 15, 2023

RESPONSE DEADLINE: January 17, 2024

**Workforce Solutions of Central Texas
Workforce Board
Request for Proposals
Instructions**

The Central Texas Workforce Board, Belton, Texas will receive proposals for:

Child Care Fiscal Services

General Information

The Workforce Solutions of Central Texas Board (WSCTB) is soliciting proposals for Child Care Fiscal Services. WSCTB serves the Central Texas Workforce Area, which consist of the following counties: Bell, Coryell, Lampasas, Milam, Mills, Hamilton, and San Saba. The WSCTB also plans and oversees workforce programs under Federal and State funding guidelines.

The attached materials are provided to describe detailed activities which need to be completed for submission of a bid. Questions about the RFP may be sent via e-mail to: Horace Dicks wsb@workforcesolutionsctx.com. **Questions regarding the RFP must be received by 5:00 p.m. CST, January 3, 2024.** The questions will be answered in a Q & A document and will be released on January 5, 2024.

The bid must be submitted electronically to the WSCTB by **January 17, 2024**.

WSCTB reserves the right to contract for a period not to exceed 5 years. All contracts are reviewed and renewed/terminated annually.

Submission of Bids

Proposals must be submitted electronically to wsb@workforcesolutionsctx.com **no later than 5:00 pm CST, January 17, 2024**. Proposals received after 5:00 pm will not be accepted.

See Exhibit A for a list of items required to be included in the proposal and order of submission.

See Exhibit B for proposal summary.

Proposal Selection Process

The proposal evaluation will be performed by WSCTB staff. However, WSCTB reserves the right to select an independent review team for the purpose of evaluating the proposals should the need arise. The following considerations apply to the selection process:

1. All proposals must be received on time and responsive to the instructions provided in this RFP package.
2. WSCTB will base their selection on demonstrated competence and qualifications, including: Demonstrated Performance, Responsiveness to RFP, Reasonableness of Cost, and Schedule Design.
3. Proposals submitted shall include all of the items shown in Exhibit B.
4. In accordance with the 73rd Texas Legislature, WSCTB will make a good faith effort to award contracts to Historically Under-Utilized Businesses (HUBs). It is the policy of this organization to pursue HUB business. However, the final decision as to the award of this contract will be contingent upon weighted evaluation criteria.
5. All respondents to the RFP will receive notification of the contract award. Any respondent who wishes to protest the decision will be required to notify the WSCTB Complaint Officer, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and any desired remedies of action. WSCTB reserves the right to determine whether the protest is valid and merits further consideration. The WSCTB Complaint Officer is:

Linda Angel
Equal Opportunity Officer/Section 504 Coordinator
200 North Main
P.O. Box 450
Belton, Texas 76513
Fax: 254-939-3207
Linda.angel@workforcesolutionsctx.com

Proposal Evaluation Criteria

The review and selection process will include the following criteria and value system:

<u>Criteria</u>	<u>Value</u>
Demonstrated Performance and Experience	35
Financial Experience	25
Reasonableness of Cost	30
Schedule Design	10

Demonstrated Performance:

This criterion includes a review of the proposing entity's demonstrated history of successfully providing the same or similar services to those specified in the RFP.

Financial Experience:

The proposing entity must demonstrate that it is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, financial resources, and financial capacity.

A proposer must offer proof of effective and successful experience in Child Care Services payment management as evidenced by monitoring reports and/or audits.

Reasonableness of Cost:

The successful proposer must demonstrate that its costs for providing proposed services are necessary and reasonable by submitting a detailed budget and budget narrative. Cost reasonableness will be determined by several factors including a comparison of all proposals and a comparison to the cost of prior services.

Schedule Design:

Examines the ability of the proposer to perform all duties and responsibilities as planned. Normal delivery dates/timelines should be outlined in the bid.

Proposal Conditions

1. WSCTB reserves the right to accept or reject any or all bids submitted.
2. WSCTB is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
3. This RFP does not commit WSCTB to pay for any cost incurred prior to the execution of a contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.
4. WSCTB is under no legal requirement to execute a contract from any bid submitted.
5. Unless the responder is the current contractor the RFP must contain a list of three (3) references where like services have been performed within the preceding twelve (12) months. Include the name of the business or governmental entity, address, telephone number, and contact person.
6. Bidders shall not contact, or make offers of gratuities or favors, to any officer, employee, member of the WSCTB or Board staff, or any subcontractor employees of the WSCTB.
7. Questions concerning the RFP must be submitted to wbs@workforcesolutionsctx.com by January 3, 2024. Answers will be provided by January 5, 2024.
8. WSCTB specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of the WSCTB.
9. All information submitted in the RFP will become property of WSCTB after submission, and materials will not be returned.
10. The contents of a successful proposal may become contractual obligations if a contract is awarded. Failure of the proposer to accept those obligations may result in the cancellation of the proposer's selection. In addition, the contents and requirements of this RFP may be incorporated into any legally binding and duly negotiated contract between WSCTB/CTCOG and the selected vendor(s).
11. WSCTB reserves the right to select and/or contract with more than one vendor from the proposals submitted.

Proposal Format

All proposals submitted **must** be in the following order:

- **Exhibit A** - Proposal Summary Form.
- **Exhibit B** - Activities and Services Requested
- **Exhibit C** - Budget Form
- **Exhibit D** - Organization Chart
- **Exhibit E** – Resume for management staff
- **Exhibit F** - Certification Form
- **Exhibit G** – Operations Schedule - Please submit a plan/schedule with timelines indicating how services will be implemented.
- **Exhibit H** – If proposers have never conducted business with the WSCTB, they are encouraged to submit information showing their ability as a company to provide goods or services as described in the RFP.
- **Exhibit I** – References (submit only if you are not currently doing business with WSCTB).
- **Exhibit J** - Equal Opportunity and Non- Discrimination Provision From
- **Exhibit K** – Submit a copy of the most recent audit report and if applicable, monitoring report. If no monitoring report is available, please explain why. (Submit only if you are not currently doing business with WSCTB.)

Exhibit A

**PROPOSAL SUMMARY FORM
FOR
Child Care Fiscal Services**

Company Name

Company Address, City, State & Zip Code

Contact Name & Phone Number

Contact Email Address

Authorized Signature

Printed Name

Date

Proposal Offer is Valid Until

Exhibit B

Activities and Services Requested

Please submit your proposed statement of work based on the required deliverables listed below.

The services sought by WSCTB are for an initial one-year contract period with the WSCTB option to renew the contract up to a total of five years. The primary focus of the requested services is to provide a financial system that distributes, tracks, and ensures accountability for the disbursement of funds to WSCTB Child Care providers. The primary components of the child care services are WSCTB, CTCOG, Central Texas Workforce Center contractor, Central Texas Child Care Providers and Central Texas Child Care Payment Vendor.

Overview of required deliverables: (Explain methods, processes, or systems for accomplishing the following.)

1. Disburse funds to Child Care providers in a timely manner (within 3 days following receipt of funds from the fiscal agent).
2. Develop and maintain a system for issuing 200 - 250 payments every two weeks to Child Care Providers. The payment amounts are not included in the RFP.
3. Provide tracking and projection of funds to WSCTB.
4. Prepare summary billings to WSCTB.
5. Provide summary billing statements to providers.
6. Interface with staff of WSCTB, Contractor, and Child Care providers.
7. Develop and provide routine/special reports for WSCTB and or State.
8. Provide technical assistance/training to child care providers and contractors.
9. Participate in training and staff development as appropriate.
10. Manage/maximize funds utilization.
11. Withhold provider payments if required by State and or federal partners.
12. Implement software changes as required.
13. Maintain confidentiality of records/information.
14. Maintain/retain records in accordance with WSCTB requirements.
15. Operate an electronic billing system.
16. Operate TWIST or other tracking system as required by the Texas Workforce Commission (TWC).
17. Provide all computers/faxes/phones/connectivity service and office space for proposer staff completing tasks identified herein.
18. Demonstrate a check and balance system that adheres to TWC audit/monitoring requirements and WSCTB guidelines.
19. Adhere to federal, state, and local requirements.

Exhibit C

Budget Summary Sheet

(For a 12-month period)

BUDGET DESCRIPTION	Budget Amount	Budget Narrative
Personnel		
Salaries		
Fringe Benefits		
Total Personnel		
Indirect Cost/Admin.		
Other Costs		
Audit		
Supplies		
Insurance		
Equipment		
Other (Detail)		
Rent/Office Space		
Postage		
Telephone		
Training		
Travel		
Utilities		
Copying/Printing		
Total Other Costs		
TOTAL BUDGET		

Note: Budget should be for the cost child care fiscal services only. Do not include the payments to child care providers.

Budget Summary Sheet Continued

Staff Needs: Identify the type of position, the expected number of staff hours, and the projected hourly cost. The following format is required.

Position Title	No. Hours	Cost/Hour	Total Cost

EXHIBIT D

ORGANIZATION CHART

EXHIBIT E

RESUME FOR MANAGEMENT STAFF

EXHIBIT F

**CERTIFICATION
REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- I. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- II. Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Authorized Representative

Title

Signature

Date

EXHIBIT G

Operation Schedule

EXHIBIT H

Company Information

Exhibit I

References

1. **Company/Business:** _____
Name

Contact Person: _____
Name

Phone **Fax** **E-mail address**

Location: _____
No. & Street **City**

State **Zip**

2. **Company/Business:** _____
Name

Contact Person: _____
Name

Phone **Fax** **E-mail address**

Location: _____
No. & Street **City**

State **Zip**

3. **Company/Business:** _____
Name

Contact Person: _____
Name

Phone **Fax** **E-mail address**

Location: _____
No. & Street **City**

State **Zip**

Exhibit J

Equal Opportunity and Non- Discrimination Provision

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I- financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I funding, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I- financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Name of Authorized Representative

Title

Signature

Date

Exhibit K

Audit and Monitoring Reports