REQUEST FOR PROPOSALS

FOR

CHILD CARE MANAGEMENT SERVICES

FOR THE

Workforce Solutions Brazos Valley Board Area
Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington Counties

Issued by

Workforce Solutions Brazos Valley Board
P.O. Box 4128
Bryan, Texas 77805
(979) 595-2800
http://www.bvjobs.org/

Issue Date: March 20, 2014

Bidders Conference Call April 3, 3:00PM - 4:00PM

PROPOSALS TO BE SUBMITTED BY:
April 25, 2014 by 12:00PM CDST

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819
Background

The Workforce Solutions Brazos Valley Board (WSBVB) is a volunteer body instituted in accordance with the Texas Workforce Act (HI3 1863 and S 642). The primary responsibility of the WSBVB is to provide policy and program guidance, to plan regionally for Workforce programs, and to exercise independent oversight of local workforce activities in partnership with local government. WSBVB is responsible for the effective and efficient delivery of services and ensuring program outcomes are consistent with the needs, goals, objectives and performance standards of the region and the state. The Brazos Valley Council of Governments (BVCOG) is the administrative and fiscal agent for the WSBVB. The WSBVB has an Integrated Plan on file with Texas Workforce Commission (TWC) which describes the operational and planning goals for the region. This Integrated Plan is carried throughout via Operating Policies and Procedures implemented in accordance with the goals.

The Workforce Solutions Brazos Valley Board (WSBVB) is a partnership between regional representatives of private industry, community-based organizations, education, public interest groups, organized labor, and human services that are committed to the planning, policy-making and evaluation of all workforce related programs in the Brazos Valley region. Representatives of the private sector constitute a majority of the Board membership. Twenty five members from Brazos, Burleson, Grimes, Leon, Madison, Robertson and Washington Counties are selected by the region’s seven county judges (chief elected officials) to serve on the board.

The Workforce Solutions Brazos Valley Board, through its Fiscal Agent and Administrative Entity, the Brazos Valley Council of Governments, subcontracts with a vendor to operate Child Care Management Services (CCMS).

Purpose of Procurement

The Board is seeking a single contractor for the operation of Child Care Management Services Programs. The contractor selected through this procurement will be required to provide requested services in an environment of declining federal funding. Services include:

Child Care Client Services – to offer child care to eligible families and to improve the quality, availability and affordability of child care in the Brazos Valley:

Provider Management – to recruit eligible child care providers in all seven counties on a monthly basis to expand the availability of child care within the Brazos Valley workforce development area and to improve the quality of child care services provided:

Financial Management – to provide financial management services for Child Care Client Services and Operations, and Child Care Provider Management.
**Contract Period**

The contract resulting from this procurement will run from October 1, 2014 through September 30, 2015. Complete operations will begin October 1, 2014 with a two week transitional period with costs allowed beginning September 15 - 30, 2014. Contract extensions past September 30, 2015 for up to three additional years, in one year increments, may be considered by the Board, depending on satisfactory contractor performance and funds availability. The WSBVB may vary the programs and/or contract period as necessary and shall ensure compliance with all child care program funding sources in doing so. The contract will be monitored for performance on a monthly basis and may be amended or terminated if performance does not meet WSBVB standards. Contracts may be expanded to include any other programs that the WSBVB deems necessary and appropriate.

The Board has agreed to a two week transition period to facilitate transition of the services from the current entity to the new contractor. This period will begin September 15, 2014 and end on September 30, 2014. Any proposed expenses to be incurred during the transition period will be negotiated.

**Contract Information**

The contract obtained through this procurement will be a cost reimbursable contract. For-profit entities may include a profit in their proposal budget. Profit amounts and their attainment will be negotiated based on the contractor attaining negotiated performance benchmarks over the course of the contract. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the sub-contractor, the sub-contractor’s investment, the amount of sub-contracting, the quality of its past performance record, industry profit rates in the surrounding geographical area for similar work and market conditions. Profit and/or indirect (to include management fees) combined are limited to no more than 10% of the contract operations expenditures.

**Funding Information**

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

The estimated funding for FY 14 child care management services operations is $675,000. These funds pay for the direct costs incurred by the child care contractor i.e. all staff salaries, any profit and/or indirect, all office supplies, etc. The amount estimated available for FY14 direct child care is $4,800,000 pending carry forward. The proposer
will present a line item budget for Client Services and Operations, Provider Management, Financial Management.

**Description of Services to be Procured**

**Child Care Management – Client Services and Operation**

1. Offer services that provide child care to eligible families and improve the quality, availability and affordability of child care in the Workforce Solutions Brazos Valley Board area. Services must include but are not limited to:

   A. Manage funds to maximize service units and meet monthly fund utilization targets

   B. Design program service delivery to minimize operations and staffing costs. This program will be co-located in the WSBVB centers.

   C. Provide intake, eligibility, and ongoing management of services for parents and caretakers applying for child care services.

   D. Offer low-income families an expanded choice of accessible child care arrangements.

   E. Offer low-income families an opportunity to work, obtain training, or receive an education enabling them to become self-sufficient.

   F. Offer families an identifiable source of child care information and assistance.

   G. Promote parental choice and informed decision making through consumer education materials, an orientation and consumer educational packet for parent and caretaker in accordance with Board guidelines. The information will contain, at minimum, information on “how to select a child care provider”, and a “Consumer Guide to Child Care Services” created in accordance with Board guidelines. Orientation shall include but not be limited to Quality Improvement materials, appeals process, and program requirements.

2. All services offered will be evaluated through a “Customer Satisfaction Survey”. The awarded vendor must be capable of preparing, conducting and reporting the findings of this survey. The contractor will make changes according to the findings of this survey.

3. CCMS client services will be based on measurable objectives. Measurable objectives and outcomes will be reported on a monthly basis, or as requested by the Board. Monthly report must include accurate monthly and year-to-date non-duplicated statistics broken down into individual counties (i.e. number of children served, number of children on waiting list, dollars expended).
4. Comply with all TWC, Board, state and federal eligibility rules in the determination and verification of eligibility for child care services.

5. Coordinate with State and local workforce and training programs, community agencies, Workforce Solutions Brazos Valley Workforce Centers, and with local staff of Children’s Protective Services of the Texas Department of Protective and Regulatory Services to assure that Child Care Services are provided to eligible individuals. The contractor will refer clients to other appropriate services as needed.

6. Internal Monitoring Policy and Procedures must show quality assurance and fraud prevention. Monitoring Policy and Procedures must include frequency and the responsible entity of review and utilize the Board contracted monitoring tool and risk assessment. Monthly reporting and monitoring policy and procedures must include a resolution policy. Monitor provision must include client services to assure compliance with eligibility requirements, eligibility waiting list management, monitoring of parent choice, rights and responsibilities, providers selection, enrollment processes, case monitoring, Child Care Automated Attendance System (CCAA), TWIST, monitoring, and other requirements as stipulated in the CCMS contract, Contractor Manual, WSBVB Manuals and TWC rules.

7. Hearings, complaints, and appeals from clients, providers, and the CCMS contractor will be in accordance with and guided by the Board policies in accordance with TWC guidelines.

8. Comply with all TWC, Board and BVCOG policies in regard to acquisition, possession and use of automation hardware, software, and interfaces. The CCMS contractor must be in compliance with TWC, CCMS automation, CCAA, TWIST and child care management information systems policies and procedures, and the WSBVB Property Management System.

9. Develop collaborative and cooperative relationships within the WSBVB through the following activities: communication and coordination with agencies having responsibility for any services to children, those having regulatory responsibilities for health and safety of children receiving child care services, and monitoring CCMS provider compliance with CCMS contract requirements.

10. Capability of reporting monthly and year to date statistical information by separate program description to include but not limited to: fiscal year allocations, current expenditures, number of clients in care, number of clients funding will cover through current month reporting, number of clients that can be added, estimated annual number of clients current enrollment, estimated number and amount of manual claims, corrections, and claims paid through CCAA, and estimated surplus/deficit.

11. Capable of negotiating and utilizing additional allocated funds received by the Board for CCMS client services.
12. Ensure services are supportive services for all programs of the WSBVB. The CCMS shall be responsible for the management and payment of child care, including care for:
   - Choices training program participants
   - WIA participants
   - Children entitled to transitional Child Care benefits
   - Choices participants
   - Children receiving child protective services
   - Supplemental Nutrition Assistance Program participants
   - Recipients of TANF cash assistance and SNAP benefits
   - Other low-income eligible families that are at risk of becoming dependent on TANF.

13. Compliance with WSBVB’s customer registration and complaint systems.


15. Participate in a continuous improvement process.

Provider Management Services

As defined by the WSBVB, Provider Management Services are to support the efforts of CCMS providers to improve the quality and availability of child care services in the Brazos Valley.

1. Provide for recruitment of eligible CCMS providers for child care services.

2. Provide for selection of eligible CCMS providers for child care services.

3. Provide for maintenance of CCMS providers for child care services.

4. Ensure that parents are allowed the right to select a provider of their choice to care for their child or children from all eligible child care providers.

5. Monitor compliance of providers and report the outcome of action taken with providers which are out of compliance. Report on the procedure of corrective action, outcome and consequence of Vendors not in compliance with the terms of the CCMS Provider Agreement.

6. Ensure every provider of child care services reimbursement by CCMS funding meets applicable state and federal child care health and safety standards.

7. Ensure that providers with agreements have signed, understand and are in compliance with the terms of the CCMS Provider Agreement.

8. Ensure availability of child care providers to meet the needs of parents, caretakers, and children in the entire Workforce Development Area. This includes recruitment of
child care providers in the rural counties of the Brazos Valley Workforce Development Area. Also recruitment efforts must include outreach to providers of child care service during non-traditional hours of operation (i.e. weekends, evenings, and nights).

9. Negotiate and utilize additional allocated funds received by WSBVB for provider management.

10. Ensure services are supportive services for all programs of the Workforce Solutions Brazos Valley Board.

11. Ensure that hearings, complaints, and appeals from clients, providers, will proceed in accordance with and guided by the WSBVB policies and TWC guidelines.

12. Base vendor management on measurable objectives. Measurable objectives and outcomes will be reported on a monthly basis, or as requested by the WSBVB.

13. Monitor policy and procedures to demonstrate quality assurance and fraud prevention. Monitoring policy and procedures must include frequency and the responsible entity of review, and utilize the Board contracted monitoring tool and risk assessment. Monthly reporting and monitoring policy and procedures must include resolution policy. The identified workforce Board contractor will adhere to meeting the Board’s strategic plan, local goals, policies and monitoring requirements.

14. Coordinate with the WSBVB contracted and program monitors, including use of the risk assessment tool.

15. Participate in a continuous improvement process.

Financial Management Services

Financial Management is to support the efforts of CCMS — Client Services and Operations and Provider Management through financial management.

1. The Contractor will comply with all of the TWC and the Board financial and funds management policies and procedures applicable to the Child Care funds. The Contractor must also agree to follow all program policies, guidelines and directives from the TWC and the Board on the management of direct child care funds.

2. BVCOG processes child care claims. The contractor will provide BVCOG with an upload file no later than Tuesday of each week for claims processing.

3. The contractor must maintain accounting records that document and properly allocate total allowable CCMS operations expenses for each month in the budget period including but not limited to: types of expense—salaries, fringe and other costs and federal reporting categories—child care administration, systems and program costs.
4. The contractor shall submit claims to the Board for the Board’s share of CCMS operations expenses in a format prescribed and/or approved by the Board for each month in the budget period; this applies for each claim for reimbursement. Back-up documentation is required.

5. The contractor will be accountable for inputting all records related to parent fees into TWIST.

6. Capable of negotiating and utilizing additional allocated funds received by WSBVB for financial management.

8. Ensure services are supportive of all TWC programs of the Workforce Solutions Brazos Valley Board.

9. Hearings and appeals from clients, providers, and the provider management contractor will be in accordance with and guided by the WSBVB policies and TWC guidelines.

10. Financial Management will be based on measurable objectives. Measurable objectives and outcomes will be reported on a monthly basis.

11. Internal Financial Monitoring policy and procedures must show quality assurance and fraud prevention. Monitoring policy and procedures must include frequency and the responsible entity of review, and utilize the Board contracted monitoring tool and risk assessment. Monthly reporting and monitoring policy and procedures must include resolution policy.

12. Coordinate with the WSBVB contracted monitor, including use of the risk assessment tool.

13. Participate in a continuous improvement process.

**Bidders Conference Call and Question/Answer Period**

A Bidder’s Conference will be held through a telephone conference call on April 3, 2014 at 3:00PM CDST. Individuals and organizations interested in calling in should contact Richard Rogers no later than 9:00AM on the day of the call (see contact information below) to receive the phone number and pass code for the call. To view and download the RFP go to [www.bvjobs.org](http://www.bvjobs.org).

The contact person for this procurement is Board Consultant Richard Rogers, (512) 963-4895, or email richard@swtexas.net. Difficulties downloading the RFP document should be referred to Shawna Chambers at (979) 595-2800.

A question and answer document will be prepared and posted on [www.bvjobs.org](http://www.bvjobs.org) on April 11, 2014. Questions concerning this procurement must be submitted via email to
Contractor Selection Process

Selection of a contractor for the requested services shall be in accordance with all applicable laws and regulations. The primary consideration in selecting agencies or organizations to deliver services within a workforce development area shall be the effectiveness of the agency or organization in delivering comparable or related services based on demonstrated past performance. Demonstrated performance will include extensive knowledge of applicable legislation and affected workforce programs, and will include the likelihood of delivering the services described herein, meeting goals, and remaining cost competitive. Potential contractors may be complete turn-key organizations, or management director/PEO arrangements or other management configurations. Any relationships between a management director and a PEO must be established prior to submission of any proposal.

Proposals that contain all of the required elements will be deemed responsive if they score at least 70 points based on the evaluation criteria. Points will be awarded based on the thoroughness of proposal elements in response to the RFP, the quality and comprehensiveness of the proposed approach, and the consistency of the proposal with those elements described in this RFP.

Interviews with Board Members

The top three proposers based on scores received in the proposal review will be invited to interview with Board members on June 10, 2014 at the WSBV offices at 3991 East 29th Street, Bryan, Texas. Candidates to be interviewed will be notified by phone no later than May 20, 2014. All travel costs for attending the interview are the responsibility of the proposer.

The interview with Board members will be scored with up to 50 points being awarded for the interview. The average interview score will be combined with the average proposal evaluation score to obtain a final score which will be used by the Board to assist them in determining the successful candidate for contract negotiations.

Administration of This Procurement

Procurement Timeline

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<td>RFP Release</td>
<td>March 20, 2014</td>
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<tr>
<td>Bidders Conference Call</td>
<td>April 3, 2014 at 3:00PM</td>
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<tr>
<td>Deadline for Questions</td>
<td>April 8, 2014 by 5:00PM</td>
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<tr>
<td>Q&amp;A answers posted</td>
<td>April 11, 2014</td>
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<tr>
<td>Deadline for Proposal Submittal</td>
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Proposal Review/Evaluation ……… April 29 – May 11, 2014
Notify top three scorers for interview May 20, 2014
Interviews with Board Members…… June 10, 2014
Contractor Selection by Board………… June 19, 2014
Contract Negotiations………………. August 2014
Contract Transition Period…………… September 15 – 30, 2014
Contract Start Date………………….. October 1, 2014

Proposal Due Date

The response deadline is 12:00 P.M., April 25, 2014. Proposals must be officially received by this deadline. Official receipt of proposals will be by entry on a receipt log, and a receipt form issued by the WSBVB, if requested. Proposers who mail a proposal will be sent (or faxed) a copy of this receipt form upon request. Faxed or e-mailed proposals are not acceptable. Proposals received after the indicated due date and time regardless of delivery method will not be accepted or considered for review.

Proposals may be hand delivered (including Fed Ex & UPS) to:

ATTENTION: CHILD CARE MANAGEMENT SERVICES
C/O Richard Rogers
Workforce Solutions Board Procurement Consultant
Brazos Valley Council of Governments
3991 East 29th St.
Bryan, Texas 77802

Proposals mailed by United States Postal Service must go to:

ATTENTION: CHILD CARE MANAGEMENT SERVICES
C/O Richard Rogers
Workforce Solutions Board Procurement Consultant
Brazos Valley Council of Governments
P.O. Drawer 4128
Bryan, Texas 77805

Proposal Review and Selection Process

A proposal must meet the following minimum standards before being reviewed and considered for funding:

1. Timely submission – The original proposal and five (5) complete copies are submitted within the deadline; and
2. Format and completeness – A proposer must fully comply with proposal instructions, submit the required information, present the information in the required format, have no missing elements (i.e. all requested information is provided), and have all required forms and signatures.
Evaluation process

The process for evaluating proposals submitted in response to this RFP includes:
1. review and scoring by an independent review team,
2. interview by Board members, and
3. official action by the Workforce Solutions Brazos Valley Board selecting the proposer for contract negotiations.

Proposals must receive a minimum average score of 70 points out of a possible 105 points to be responsive to this RFP and be eligible for the interview with Board members. Proposals receiving less than 70 points will therefore not be considered for interviews or contract negotiations.

Evaluation Criteria

The following criteria will be used to evaluate all proposals.

1. Quality of Program Design – 30 points
   The successful proposer(s) should show that their proposed approach offers sufficient services and activities, as well as coordination of services with other service providers including those provided by one-stop partners, to meet and exceed performance expectations of the Board.

   The successful proposer(s) must present a staffing plan sufficient to implement the program design, and it must offer a high performance approach to management that will effectively integrate human resources and operational processes that will meet and exceed program performance goals for the Brazos Valley Region. Consistent with this performance oriented management approach, the successful proposer(s) must demonstrate an understanding of and capability for implementing a comprehensive and rigorous approach to continuous quality improvement that focuses on achieving the expectations of the child care customer.

2. Demonstrated Prior Effectiveness – 40 Points
   The successful proposer(s) must demonstrate effective and successful prior experience, including delivering child care management or related services to the identified customer groups. This includes demonstrating success in other projects or contracts by fulfilling contractual obligations and meeting and exceeding performance goals. It also includes demonstrated ability to successfully manage and implement planned programs in previously funded proposals. Past experience in utilizing quality principles and customer focus in an effective management system shall also be demonstrated. Performance data will be reviewed and verified.

   Proposal must explain that the organization has sufficient staff members with required skills and experience. The proposal must also show that the organization itself has a satisfactory record of integrity, business ethics, and fiscal
accountability, and the necessary accounting systems, operational controls and financial resources. It is essential for the successful bidder to demonstrate the financial and management capacity to successfully carry out its proposal. The proposer’s audits, financial statements, and monitoring reports submitted with this proposal will be a part of this review.

3. Cost Effectiveness – 20 Points
The successful proposer(s) must show that its cost for providing proposed services is necessary, reasonable, and allowable, including details of indirect costs. Review of cost items may include comparison of costs among other bidders, comparisons of average costs with previous experience, and a comparison of individual cost items with market prices. Proposals that may rank well against program design and effectiveness criteria may not be considered for funding because of unreasonable, excessive, unexplained or unallowable costs. All costs must be fully explained and justified in the budget narrative.

4. Collaboration Strategies – 10 Points
Proposals should demonstrate a comprehensive collaborative approach to using Brazos Valley area community resources to meet the needs of customers. Collaborative partnerships should be identified in the proposal.

5. Historically Underutilized Business - 5 Points
Proposers who are certified Historically Under-utilized Businesses will receive five (5) additional points in the evaluation process.

6. Interview with Board members – 50 Points
Proposers are only eligible for these 50 points if they qualify for an interview. The interview will consist of a series of questions asked by the Board Procurement Consultant, Richard Rogers, with responses scored by Board members. Members may ask follow up questions during the interview. Board members will score each proposer’s oral responses in the interview based on the knowledge, skills and abilities demonstrated by the proposer at the interview.

Proposal Conditions

1. The individual or entity selected for contract consideration must meet the requirements of the Board’s key control certification system to ensure the financial integrity of the entity or individual prior to contract execution. The Board or its designee will also conduct this review of financial integrity prior to any renewal of the contract resulting from this procurement. These key control measures include a review of the entity’s demonstrated capability to:
   (a) account for program income in accordance with Federal regulations;
   (b) budget and appropriately allocate resources and revenues;
   (c) use and monitor encumbrances;
(d) maintain proper cash management;

(e) properly record, credit, deposit or disburse in a timely manner cash and cash equivalents;

(f) maintain collateral agreements in place that are sufficient to protect balances in excess of Federal Deposit Insurance Corporation (FDIC) coverage;

(g) timely resolve questioned costs and the repayment of disallowed costs by the Boards' contracted workforce service providers;

(h) safeguard fixed assets;

(i) ensure that all purchases are reasonable and necessary;

(j) maintain separate duties as they relate to cash, fixed assets, property, and other Board and Board contracted workforce service provider resources;

(k) properly record fixed assets in the accounting system;

(l) properly authorize payroll expenditures, accurately recording payroll expenditures in a timely manner, and properly classifying those in the correct accounting period;

(m) properly manage, authorize and record travel expenditures that are reasonable and necessary;

(n) retain sufficient supporting documentation regarding authorization of all purchases;

(o) enter only authorized, accurate transactions in the accounting system;

(p) separate the duties of authorizing source documents and the duties of entering records into the accounting system;

(q) use the Board’s “paperless” document system for participant records and retain records in accordance with the applicable rules and regulations; and

(r) conduct audits in accordance with applicable federal circulars and state policies.

(s) Key control measures shall include the following provisions for ensuring that Boards' contracted workforce service providers are meeting performance measures in compliance with requirements contained in:

(1) federal and state statutes and regulations and directives of the
Commission;

(2) OMB circulars applicable to the entity, such as OMB Circular A-21, A-87 or A-122, and as supplemented by the Rules promulgated by the Office of the Governor under the Uniform Grant Management Standards (UGMS);

(3) review and consideration of the contracted workforce service provider's history during the four-year period before the contract with the Board of adverse judgments or any adverse finding (such as administrative findings from an audit or sanction by the Commission, a Board, or a court of law); and

(4) any other safeguards chosen by the Boards that are designed to ensure, through oversight and management by the Board, the proper and effective use of funds placed under the control of the Boards' contracted service providers.

2. Entities or individuals selected through this procurement must comply with all TWC standards of conduct and conflict of interest provisions.

3. Indirect costs and profit will be limited to a combined amount of no more than 10 percent of the operations expenditure. The amount of indirect costs and profit will be negotiated with WSBVB.

4. All funds provided under contracts as a result of this procurement must be protected through bonds, insurance, escrow accounts, and cash on deposit or other methods to secure the funds consistent with TWC rule 801.55.

5. The entity or organization selected for contract consideration must take appropriate steps to maintain the separation of the authority between the Board and the managing director(s) consistent with the terms of the contract.

6. All proposals must include insurance coverage for property, automobile, volunteers, and general liability:
   - Professional Liability $1,000,000 limit, $1,000 deductible
   - Employee Bonding $400,000 limit, $1,000 deductible
   - General Liability $3,000,000 general aggregate limit, $1,000,000 per occurrence to automobile coverage for employees and volunteers using automobiles for work
   - Errors and Omission insurance
   - Statutory Workers Compensation & Employers Liability

   The cost of insurance may be included in the proposal budgets with the exception of Errors and Omission insurance.

7. Workforce Solutions Brazos Valley reserves the right to accept or reject any or all
proposals submitted. Workforce Solutions Brazos Valley also reserves the right to make no award as a result of this RFP.

8. Workforce Solutions Brazos Valley is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.

9. This RFP does not commit Workforce Solutions Brazos Valley or its subcontractors to pay for any cost incurred prior to the execution of any contract. All contracts are contingent upon availability of funds from the U.S. Department of Labor and/or Texas Workforce Commission.

10. The intent of this RFP is to identify the various contract alternatives and estimates of costs for the services (or products) that are being solicited. Workforce Solutions Brazos Valley is under no legal requirement to execute a contract from any proposal submitted.

11. Proposers shall not make any contact with, or make offers of gratuities or favors, to any officer, employee, or member of WSBVB, Subcontractors or elected official in the Brazos Valley region, or representative or officers of the Texas Workforce Commission, other than according to provisions noted in this RFP. Violation of this instruction will result in immediate rejection of the proposal.

12. Workforce Solutions Brazos Valley specifically reserves the right to vary the provisions set herein anytime prior to the execution of the contract where such variance is deemed to be in the best interest of Workforce Solutions Brazos Valley.

13. All proposals and their accompanying attachments will become the property of Workforce Solutions Brazos Valley after submission and materials will not be returned.

14. 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 elimination of the proposal from the selection process. The contents and requirements of this RFP may be incorporated into any legally binding and duly negotiated contract between Workforce Solutions Brazos Valley and the selected subcontractor.

15. Workforce Solutions Brazos Valley will make payments within 30 days of receipt of accurate invoice with support documentation of allowable costs from vendor.

16. WSBVB reserves the right to cancel the contract if the contractor fails to perform as agreed, or for convenience if it is in the best interest of WSBVB.

17. This is a negotiated procurement utilizing the Request for Proposal method, and as such, award does not have to be made to the respondent submitting the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies WSBVB’s requirements.
18. WSBVB will request selected proposer(s) to participate in contract negotiations at the WSBVB office at 3991 East 29th Street, Bryan Texas.

19. Any business, or any branch, division, or department of that business, engaged with the Board in a contract for services that involves a public subsidy will not knowingly employ an undocumented worker. If a contractor doing business with the Board is convicted of a violation under 8 USC S.1324a (unlawful employment of undocumented workers) that business shall repay the amount of the public subsidy with interest not later than the 12th day after the business is notified of the violation. The interest rate applied to the repayment is 15%.

Debriefing and Appeal Process

**STEP 1: Request for Debriefing** - Proposers not selected by this procurement process may appeal the decision by submitting, within 10 days of the receipt of WSBVB notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The WSBVB 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. (NOTE: A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding; the 10 day time frame must be adhered to only if a bidder or proposer is considering an appeal.)

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

**STEP 3: Written Notice of Appeal** - If, after the debriefing, the appealing party wishes to continue with the appeals process, they must submit to the WSBVB a Notice of Appeal. This written notice must clearly state that it is an appeal and identify the decision being appealed; the name, address, phone and fax number of appealing party; and the grounds of the appeal. The Notice of Appeal must be received by the WSBVB Director within 15 days of receipt of the notice of the status of their proposal.

**STEP 4: Formal Hearing** - Upon receipt of the letter of protest, the WSBVB Chairperson or their designee shall contact the proposer to arrange for an appeals conference to be held within 21 days of the notice of protest. The Appeals Conference shall be held at a designated place and at a date and time to be mutually acceptable to both parties. An Appeals Committee shall conduct the Appeals Conference and shall consist of the Board Chairperson (or designee) who
shall chair the committee, the Council Vice Chairpersons (or designees) and two staff persons appointed by the Board Chairperson. If, after a full review, a simple majority of the Committee votes to have the Board reconsider, the issue will appear on the agenda at the next regularly scheduled Board meeting.

**Applicable Rules and Conditions**

This procurement and the resultant contract are subject to all applicable rules, regulations and policies promulgated by the Texas Workforce Commission and WSBVB.

WSBVB reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or its entirety, or to decline to issue a contract based on this RFP.

WSBVB reserves the right to contact any individual, agency employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and to request additional information from any proposer.

WSBVB also reserves the right to conduct a review of records, systems, and procedures, including credit and criminal background checks, etc., of any entity selected for funding. This may occur prior to or subsequent to the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.

A contract with the selected provider may be withheld, at WSBVB's sole discretion, if issues of contract or questions of noncompliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by WSBVB if resolution is not satisfactory to WSBVB.

WSBVB reserves the right to extend any contract resulting from this Request for Proposal. Such extension will be based on vendor performance and funding availability and may be for any period up to 3 years beyond the initial fiscal year.

**Proposal Submission Instructions**

One complete original proposal, with executed certificates (i.e. original signatures of the authorized signatory authority), plus five (5) exact tabbed copies must be submitted. Any proposal lacking sufficient copies will be ruled unresponsive, and will not be considered in this procurement. The proposer is responsible for ensuring that all required information is contained in each copy.

**Order of Submission**

1. Proposal Cover Sheet
2. Proposal Narrative  
3. Budget Form and Cost Allocation Plan

Attachments to be submitted  
A. Administrative Management Survey  
B. Financial Systems Survey  
C. Signed Certification of Bidder  
D. Signed Certification Regarding Debarment Lobbying Drug-free Work Place  
E. Signed Certificate Regarding Conflict of Interest  
F. Certification Regarding Texas Corporate Franchise Tax  
G. Personnel Policies Assurance  
H. Table describing employee benefits  
I. Assurances & Certifications  
J. Resumes and Job Descriptions for Administration and Management staff  
K. Job Descriptions for program staff  
L. Copies of the three most recent annual monitoring reports (either from a grantor agency or from another Workforce Board, pertaining to your operations of grants and/or programs) and corrective actions implemented to address any findings in these reports.  
M. Examples of Standard Operating Procedures for each child care management function.  
N. Audit Summary Reports and detail of any audit exceptions for two most recent years  
O. Un-audited financial statements for time since most recent audit.  
P. Certificate of Historically Under-utilized Business, if applicable

Proposal Narrative Instructions
Using these instructions write a proposal narrative fully addressing each of the narrative items. Keep in mind that your proposal will be reviewed for completeness of each response, clarity of the response, demonstrated knowledge of requested services and applicable program laws, rules, and requirements. The proposal narrative must present each question and the response.

I. Organizational Capacity  
A. Describe the bidder’s organization. Items to include are:  
   1. A history of the organization.  
   2. Discuss the organization’s current mission and philosophy as it relates to the operation of the CCMS.  
   3. Previous experience as a CCMS contractor, operating each of the components: client services, provider management, financial management, and/or experience in offering similar services.  
   4. A list of the organization’s board of directors, principals, and chief officers.
5. A complete list of the organization’s funding sources, amounts, and the percent of the total amount each source represents.

6. An organizational chart depicting how your organization will include the CCMS components in its structure. This should include the proposed lines of authority and responsibility.

7. A schedule of proposed salaries.

B. Describe the organization’s experience and capabilities in managing broad-based human service programs. Include experience in managing the following:

1. Financial management of multiple programs, multiple budgets, and fund codes
2. Client eligibility determination
3. Monitoring for quality assurance and compliance of subcontractors (child care providers)
4. Provider management services to include recruitment and improvement.
5. Child developmental materials and equipment for vendors, child care providers and resource rooms (including services for children with disabilities).

C. Describe your staffing pattern for all current and proposed staff. Be sure to include all administration staff.

1. Include the number of each type of staff proposed. Submit a copy of all current and proposed staff resumes and job descriptions for program staff as attachment to your proposal.

2. Describe how staff will be monitored for compliance with CCMS rules, policy, quality of services provided, and client satisfaction.

3. Describe your proposed plan for the retention of qualified staff.

4. Submit a table describing the employee benefits offered by your organization. Submit as Attachment H.

Client Services and Operation

The CCMS is expected to provide services to approximately 1,400 children (daily average in care) with additional children as additional funds become available. CCMS client service tasks include interviewing applicants, determining and documenting client eligibility, verifying information, and notifying the applicant of the availability of subsidized child care. Applicant interviews are primarily conducted by telephone. The CCMS must utilize a toll free telephone number or other phone number that is accessible without charge to clients and child care vendors. CCMS client services tasks also include
managing waiting lists of eligible children awaiting the availability of funding or waiting for space available at a preferred CCMS vendor site, authorizing child care for eligible families, and giving parents information that will help them choose child care arrangements that meet their needs and the needs of their children.

D. Describe your organization’s plan for providing services to clients:

1. Plans for how client services will be provided when the current vendor base does not meet the needs of a client.

2. Strategies for providing eligibility determination in a location remote from the client.

3. Strategies for providing clients with information about how to choose quality child care.

4. Strategies to ensure that clients are provided with sufficient information to make an informed decision in choosing between the different types of available child care as well as the appropriate vendor for their child.

5. Strategies to ensure eligibility determination, referral, and enrollment are completed according to the written policies and procedures and without bias or favoritism.

6. Coordination of eligibility of clients with the WSBVB Workforce Centers.

7. Methods to be employed for the planning and coordination of services to disabled children.

8. Strategies that will be used to track the retention of clients receiving child care services, as well as the reasons children leave care.

9. Describe plans of “working” the wait list and also building it back up.

10. Plans for tracking employment data of all CCMS clients that would be helpful to determine trends of persons using child care assistance.

11. Strategies for ensuring that clients are informed of the rules, requirements, and expectations regarding the Child Care Automated Attendance system and are provided with further instruction on how to use the system if requested.

Provider Management

Provider Management is the responsibility for the management of the current vendors, recruitment and enrollment of new CCMS vendors, the renewal of vendor agreements, vendor status and maintenance or improvement of the CCMS vendor’s child care programs, monitoring and evaluating the child care vendor’s compliance with program participation requirements, and technical assistance. Child care is provided by child care providers who have a vendor agreement with the CCMS or eligible self-arranged child care providers who do not have a vendor agreement and are not CCMS vendors.

E. Based upon this information, please provide the following information:
1. Strategies for the on-going recruitment of new vendors to expand the availability of child care within the Brazos Valley WDA.

2. Describe how vendors will be recruited when a client has an urgent need for child care that is not met by the current vendor base. Give proposed methods and time frames.

3. Strategies for the recruitment of vendors who will provide services to disabled children.


5. Strategies for ensuring that providers are informed of the rules, requirements, and expectations regarding the Child Care Automated Attendance system and are provided with further instructions on how to use the system if requested.

6. Strategies for aggressively recruiting and training providers to receive Texas Rising Star certification.

**Financial Management**

The Financial Management Services contractor will be responsible for the financial management services of the vendors, SACC providers, parent fees, and client and operational services.

F. Based upon this information, please provide the following information:

1. Strategies for how the contractor shall process claims from the CCMS vendors using the Child care Automated Attendance system for automated claims and a manual claims process for those claims needing to be run outside the system.

2. The accountability of accounting records that document and properly allocate total allowable CCMS operations expenses for each month in the budget period in a manner consistent with the Contract for direct child care delivery services, TWC CCMS Contractor Manual, including: types of expense established by TWC rule—(salaries, fringe and other costs) and Federal reporting categories—(child care administration, systems and certificate program costs.)

3. Contractor’s plan to submit claims to the Board for the Board’s share of CCMS operations expenses in a format prescribed and/or approved by the Board for each month in the budget period; this applies for each claim for reimbursement.

4. The accountability for records for the collection and distribution to the provider of Parent Fees.

5. Capability of negotiating and utilizing additional allocated funds received by WSBVB for financial management.

6. Ensuring that services are supportive services for all TWC programs of the Workforce Solutions Brazos Valley Board.
7. Ensuring that hearings, complaints, and appeals from clients, providers, and the vendor management contractor will be in accordance with and guided by the Brazos Valley Workforce policies in accordance with TWC guidelines.

8. Financial Management will be based on measurable objectives. Describe the measurable objectives and expected outcomes you propose for the services requested. (Objectives will be negotiated and reported on a monthly basis).

9. Describe your monitoring policy and procedures showing quality assurance and fraud prevention. Your monitoring policy and procedures must include frequency and the responsibility of review and utilize the Board contracted monitoring tool for risk assessment. Discuss monthly reporting and your resolution policy.

**Transition**

The primary capabilities of a CCMS include the ability to manage a broad-based human service agency in a highly automated environment with administrative direction provided by the Workforce Solutions Brazos Valley Board. Bidders for the CCMS contractor(s) must have sufficient financial assets to provide adequate working capital for operations expenses; have the capacity to perform CCMS client services including eligibility determination and documentation, client funding decisions, resource and referral services, and wait list management.

G. Discuss your organization’s transition plan including, but not limited to, the following:

1. Staff responsible for the transition and their qualifications.
2. Continuity of client services.
3. Continuity of vendor services.
4. Recruitment of new staff and benefits.
5. Provide an example of the standard operating procedures to be used for each of the three major child care management functions. Submit as Attachment M.

**II. Cost Effectiveness/Budget**

All proposals will be rated for overall cost effectiveness.

A. Complete the attached budget sheets. Remember to provide back-up pages that show how the amounts presented were calculated. Keep in mind the successful bidder will not have to purchase either an automation system or a telephone system. Explain all costs!

B. Describe the organizations proposed method of tracking expenditures in multiple fund codes to prevent over or under expenditure. Using this method, how often and how accurately the bidder will be able to provide the Board with information on fund code expenditures?

C. Describe the organization’s plan for tracking and billing operations expenditures.
D. Include a cost allocation plan which details how costs are charged across your organization’s funding sources and grants.
E. Describe the types (cash, in-kind) and sources of matching funds and/or services you propose to provide.

III. Collaboration/Coordination
A. Describe your organization’s plan to serve as a source of information on child care issues to the Brazos Valley community.
B. Describe how your organization will promote coordination and cooperation among the many Brazos Valley social service agencies that are interested in child care for their low income clients.
C. Describe your proposed collaboration with the WSBVB Workforce Center and satellite offices.
D. Discuss your plan to collaborate with the WSBVB centers to reduce costs and enhance the responsiveness of child care management staff.

IV. Demonstrated Effectiveness/Monitoring/Quality Assurance
The bidder must demonstrate capabilities in areas essential to the success of any CCMS: provider management, client services, fiscal management, and community leadership in child care issues. In answering the questions below include quantitative measures of effectiveness whenever possible. Accurate evaluation and awarding of available points for effectiveness require that each bidder provide the quantified performance data and organizational information requested below.

List each CCMS contract or other human service contract your organization has operated in the last 5 years, beginning with the most recent. Address each item below for each contract:

A. Local Workforce Development Area
B. Name of entity with whom your organization contracted
C. Number of counties served
D. Give the contract total amount, the amounts for operations and administration, and funding sources
E. Period of the contract (beginning and ending dated)
F. Percent of the contract amount expended, by fund code/funding source
G. Average number of clients served per month
H. Types of services provided and target groups of clients served
I. Average number of vendors/subcontractors recruited and paid each month
J. Monitoring results of vendor records and client records over the most recent four year time period
K. Number and types of positive outcomes/results achieved
L. Any other indicators of successful contract performance you wish to include.
M. Quality assurance efforts implemented.
N. Performance outcomes by year

Proposed Budget and Staffing Forms

Please complete the attached budget form and proposed staffing forms. Include a budget narrative describing all proposed cost and their calculation. Please submit a cost allocation plan which describes how your costs are shared among contracts you are currently operating.
Proposal for the Child Care Management Services
Workforce Solutions Brazos Valley Board

Proposal Cover Sheet

Name of Proposer:

Mailing address:

Physical address (if different):

Phone Number: Email Address:

Proposal contact person:

Title:

Contract signatory authority:

Title:

Amount of Funding Proposed: $ Number of Staff:________

<table>
<thead>
<tr>
<th>Tax/Legal Status:</th>
<th>Corporation</th>
<th>Sole Ownership</th>
<th>Private For Profit</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Partnership</td>
<td>Other</td>
<td>Public Non-Profit</td>
</tr>
</tbody>
</table>

Date Established:

State Controller Identification Number:
(If available)

Federal Taxpayer I D Number:

Is proposer certified as a historically underutilized business? [ ] Yes [ ] No
If yes, attach copy of certification
Workforce Solutions Brazos Valley
Board
Child Care Management Services
Proposal Budget Summary by Grant

Instruction: Input costs by function. The sheet will compute the total costs column and grand totals.

<table>
<thead>
<tr>
<th>ADMINISTRATION COST</th>
<th>Total Cost</th>
<th>Client Services</th>
<th>Provider Management</th>
<th>Financial Management</th>
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<tbody>
<tr>
<td>Salaries</td>
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<td>Benefits</td>
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<td>Temporary Staff</td>
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<td>Insurance</td>
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<td>Printing/Copying</td>
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<td>Supplies</td>
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<td>Staff Development</td>
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<td>Communications</td>
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<td>Travel</td>
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<td>Bonding</td>
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<td>Audit</td>
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<td>Indirect Costs</td>
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<td>Other Costs (list):</td>
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<tr>
<td>Profit (If applicable)</td>
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<tr>
<th>PROGRAM COSTS</th>
<th>Total Cost</th>
<th>Client Services</th>
<th>Provider Management</th>
<th>Financial Management</th>
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<tbody>
<tr>
<td>Salaries</td>
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<td>Benefits</td>
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<tr>
<td>Temporary Staff</td>
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<td>Insurance</td>
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<td>Printing/Copying</td>
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<tr>
<td>Supplies</td>
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<td>Staff Development</td>
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<tr>
<td>Communication</td>
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<td>Travel</td>
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<td>Bonding</td>
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<td>Audit</td>
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<tr>
<td>Indirect Costs</td>
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</tbody>
</table>

Proposer's Name: 
Preparer's Name and Phone Number:
| Direct Assistance to Vendors | - |   |   |   |
| Technical Assistance | - |   |   |   |
| Client Services | - |   |   |   |
| Other Costs (list): | - |   |   |   |
|                       |   |   |   |   |
| Profit (If applicable) | - |   |   |   |
| **Total Program** | - |   |   |   |
| Total Administration Costs | - |   |   |   |
| Total Program Costs | - |   |   |   |
| **Grand Total** | - |   |   |   |
### Proposed Workforce Solutions - Brazos Valley Child Care Management Personnel Costs

**Instructions:**

Complete one form for Management Staff and one form for Front Line Staff.

<table>
<thead>
<tr>
<th>Position</th>
<th>Proposers Name</th>
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<tbody>
<tr>
<td>Title</td>
<td>Annual Salary</td>
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<tr>
<td>Totals</td>
<td>0</td>
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</tbody>
</table>
### BUDGET DETAIL SHEET A

Proposer's Name

**Instructions:** Show the calculations and explain each of the costs identified below. Attach narrative pages as necessary to explain and justify costs

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Fringe Benefits</td>
<td></td>
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<tr>
<td>B. Indirect Cost or Administrative Fee</td>
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<tr>
<td>C. Staff Travel</td>
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<tr>
<td>D. Staff Development</td>
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<td>E. Supplies/Materials</td>
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<tr>
<td>BUDGET DETAIL SHEET B</td>
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<td>-----------------------</td>
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<tr>
<td>Proposer's Name</td>
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<tr>
<td>Instructions: Show the calculations and explain each of the costs identified below</td>
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<tr>
<td>Attach narrative pages as necessary to explain and justify costs</td>
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</tr>
</tbody>
</table>

F. Insurance

G. Profit

H. Other

I. Contributed Resources: Detail resources from other sources to be contributed to the operation of the workforce center system.
ATTACHMENT A

ADMINISTRATIVE MANAGEMENT SURVEY

PROPOSER: __________________________

Please answer the following questions regarding your administrative management system. Additional information may be requested at the time of a pre-award survey, including copies of documents specifically named.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Does your organization have current Articles of Incorporation?</td>
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<tr>
<td>2. Does your organization have written personnel policies?</td>
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<tr>
<td>3. Do your written personnel policies contain procedures for:</td>
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<tr>
<td>a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills;</td>
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</tr>
<tr>
<td>b. Providing equitable and adequate compensation;</td>
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<tr>
<td>c. Training of employees to assure high-quality performance;</td>
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<tr>
<td>d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance;</td>
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<tr>
<td>e. Assuring fair treatment of applicants and employers in all aspects of personnel without regard of political affiliation, race, color, national origin, sex, age, disability, religion, or creed, with proper regard for their privacy and constitutional rights as a citizen; and</td>
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<tr>
<td>f. Assuring 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?</td>
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<tr>
<td>1. If your organization does not have the procedures noted above, could your personnel policies be revised expeditiously to include these procedures?</td>
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<tr>
<td>2. Do your written personnel policies contain a prohibition against nepotism?</td>
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<tr>
<td>3. Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?</td>
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<tr>
<td>4. Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and/or per diem at a specified rate?</td>
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</tbody>
</table>
5. Does your organization have a written employee grievance procedure used to resolve complaints?

6. Does your organization have the capacity or staff to produce and maintain records on project participants and/or other customers as well as other management information that may be needed?

7. If certain costs are determined to be disallowed, does your organization have a procedure or source for reimbursing such costs to the Board?

8. Does your organization have a State Comptroller Vendor Number?

9. Is your organization governed by a Board of Directors, an elected body (city/county ISD council, commission or board) or Council?

10. Does your organization operate under local rules or by-laws?

11. Has your Board/Council reviewed and approved this proposal for submission?

12. Does your organization have a current approved fidelity bond?

13. Does your organization have an EEO/affirmative action plan?

14. Does your organization have a complaint or grievance process for customers?

15. Does your organization have a Complaint Monitor?

Name:_________________________Signature:_________________________________
ATTACHMENT B
FINANCIAL SYSTEMS SURVEY

Please answer the following questions regarding your fiscal management system. Additional information may be requested at the time of a pre-award survey, including copies of the documents specifically named.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your organization follow GAAP?</td>
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<tr>
<td>1. Does your accounting system:</td>
<td></td>
<td></td>
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<tr>
<td>a. Provide control and accountability for funds received, property, and other assets;</td>
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<tr>
<td>b. Provide identification of receipt and expenditures of funds separately for each funding source;</td>
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<tr>
<td>c. Provide adequate information to prepare monthly financial reports on an accrual basis;</td>
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<tr>
<td>d. Have the capability to track allowability and allocation of costs in accordance with requirements for federal grant programs;</td>
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<tr>
<td>2. Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?</td>
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</tr>
<tr>
<td>3. Has the bank in which you deposit state and federal funds insured the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period?</td>
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<tr>
<td>4. Do you reconcile your bank accounts monthly?</td>
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<tr>
<td>5. Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits, and disbursement transactions?</td>
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<tr>
<td>6. Do you record daily cash receipts and disbursement transactions?</td>
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<tr>
<td>7. Are individuals or positions in your organization which handle the receipt or distribution of money covered by bond?</td>
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<tr>
<td>a. Is there a person who is responsible for the receipt of all purchased goods?</td>
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<tr>
<td>b. Does this person assign, upon receipt, an inventory number for items?</td>
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<tr>
<td>c. Does this person perform an inventory audit at least once a year?</td>
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<td>2. Do you maintain records on all property acquisition, disposition, and transfer</td>
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<tr>
<td>3. Do you have written procedures and internal controls established for the procurement of goods and services?</td>
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<tr>
<td>4. Is a competitive bidding process incorporated into your purchasing procedures for acquisition of subcontractors, major goods and services, equipment, and office space?</td>
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<td>5. Are timesheets kept to support payroll disbursement? If not, describe how employee time is documented and payroll supported:</td>
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<td>6. Are records maintained to support authorized employee leave (vacation, sick, etc.)?</td>
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<td>7. Are complete records kept to support travel payments?</td>
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<tr>
<td>8. Has a formal audit by an outside auditing firm been conducted of your organization’s financial record in the past year?</td>
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<td>9. Do you have an indirect cost plan with current approval by a cognizant agency?</td>
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<td>10. Is your organization funded by more than one source?</td>
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<tr>
<td>11. Does your organization maintain written accounting procedures?</td>
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Name:___________________________________ Signature:____________________________
ATTACHMENT C
CERTIFICATION OF BIDDER

I hereby certify that the information contained in this proposal and all attachments is 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, board member, or agent of the Workforce Solutions Brazos Valley Board 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, board policies, and other applicable local, state and federal regulations and directives in the implementation of these programs. I certify that I have read and understand the Governing Provisions and Limitations and the Administrative Requirements and Procedures sections of this RFP and will comply with the terms.

I, _______________________________, certify that I am the _______________________
(typed name) (title)
of the corporation, partnership, or sole proprietorship, or other eligible entity named as a proposer and Respondent herein and that I am legally authorized to sign this proposal and submit it to the Southeast Texas Workforce Board on behalf of said organization by authority of its governing body.

<table>
<thead>
<tr>
<th>Person Authorized to sign for the organization:</th>
<th>Board member signature of authorizing Board:</th>
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<tbody>
<tr>
<td>Signature:</td>
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<td>Date:</td>
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</table>

Subscribed and sworn to before me on this _________day of __________________,2008 in ____________________(city),__________________________, (county), ____________ (state).

Notary Public in and for__________________________ County,

State of ________________________________. Commission expires:______________ SEAL
## ATTACHMENT D

### CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; INCLUDING DRUG-FREE WORKPLACE REQUIREMENTS AND AMERICANS WITH DISABILITIES ACT

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 85, “Government-wide Debarment and Suspension (Non-procurement and Government-wide Requirements for Drug-Free Workplace (Grants)).” The certifications shall be treated as a material representation of fact upon which reliance will be placed when the BVCOG determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.110, the applicant certifies that:

(a) 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 any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;

(c) The undersigned shall required that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

**A.** The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department of agency;

(b) Have not within a three-year period preceding this application 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;

(c) Are nor presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

(e) Where the applicant is unable to certify to any of the statements of this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

**A.** The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about –(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendars days after such a conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to:

Tom Wilkinson Jr.

BVCOG

P.O. Drawer 4128

3991 East 29th (zip: 77802)

Bryan, TX 77805-4128

Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)
Check if there are work places on file that are not identified here.

4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)
As required by the Drug Free Workplace Act of 1988, and at 34 CFR Part 85, Sections 86.605 and 85.610 -

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.
B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will provide notice of such conviction, in writing, within 10 calendar days of the conviction to:
   Tom Wilkinson Jr.
   BVCOG
   P.O. Drawer 4128
   3991 East 29th (zip: 77802
   Bryan, TX 77805-4128

5. AMERICANS WITH DISABILITIES ACT

By signing the certification below, the applicant assures that it will comply with the provisions of the Americans with Disabilities Act (ADA) of 1990, and the Rules and regulations promulgated there under, requiring employers to not discriminate against a qualified job applicant or employee because of a disability and ensuring that all existing and new facilities provide easy access for people with disabilities.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT:

CONTRACT NUMBER AND/OR PROJECT NAME:

PRINTED NAME AND TITLE OR AUTHORIZED REPRESENTATIVE:

SIGNATURE:

DATE:
ATTACHMENT E
CERTIFICATION REGARDING CONFLICT OF INTEREST

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

1. No manager, employee or paid consultant of the proposer is a member of the Workforce Solutions Brazos Valley Board;

2. No manager or paid consultant of the proposer is a spouse to a member of the policy board, the chairman or a manager of the Workforce Solutions Brazos Valley Board;

3. No member of the policy board, the president or an employee of the Brazos Valley Workforce Development Board owns or controls more than 10 percent in the proposer;

4. No spouse of a member of the policy board, president or employee of the Workforce Solutions Brazos Valley Board is a manager or paid consultant of the proposer;

5. No member of the policy board, president or employee of the Workforce Solutions Brazos Valley Board receives compensation from proposer for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;

6. Proposer has disclosed within the proposal any interest, fact or circumstance which does or may present a potential conflict of interest;

7. Should proposer fail to abide by the forgoing covenants and affirmations regarding conflict of interest, proposer shall not be entitled to recovery of any costs or expenses incurred in relation to any contract with the Workforce Solutions Brazos Valley Board and shall immediately refund to the Workforce Solutions Brazos Valley Board any fees or expenses that may have been paid under the contract and shall further be liable for any costs incurred or damages sustained by the Workforce Solutions Brazos Valley Board relating to that contract.

Name of Organization Submitting Proposal: ____________________________________

Name and Title of Authorized Signatory: ______________________________________

Signature: _____________________________ Date: ________________________
ATTACHMENT F
CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX

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 entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontracting entity.

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

Indicate the certification that applies to your subcontracting entity:

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

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

Name of Business:____________________________________________________

Type of Business (if not corporation):   ___ Sole proprietor
                                          ___ Partnership
                                          ___ Other

IRS Tax Number:_____________________

Name of Authorized Representative: _____________________________________

Signature of Authorized Representative:______________________________
ATTACHMENT G
PERSONNEL POLICIES ASSURANCE

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

☐ Terms and conditions for employment

☐ 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.

Personnel Policies and Procedures for ____________________________ do address the elements checked above.

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

Signature_________________________________ Date _________________________

Printed Name and Title ____________________________________________________
ATTACHMENT H
ASSURANCES AND CERTIFICATIONS

Each organization and any branch, division or department or individual that submits a proposal in response to a Request for Proposal warrants, assures and certifies:

1. The information contained in this proposal is true and correct.
2. The costs described in the proposal budget accurately reflect the proposer’s cost of providing services or goods.
3. No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposals has offered or will offer any gratuities, favors, or anything of monetary value to any member of the Workforce Solutions - Brazos Valley Board or any employee of the Board for the purpose of or having the effect of influencing the decisions of the with respect to the organization or individual’s proposal or any other proposal.
4. No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Proposals has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Proposals.
5. The organization or individual possesses the legal authority to offer this proposal.
6. If the proposer is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the proposer’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 connection with any program operated with funds from this Request for Proposals because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.
8. The organization or individual business does not and will not knowingly employ an undocumented worker as defined in Texas Government Code, §2264.001(4). If the Contractor knowingly employs an undocumented worker, they shall repay WSBVB/BVCOG the amount of the public subsidy with 15% interest no later than the 120th day after the business is notified of the violation.
9. If awarded this contract the organization or individual business will comply with the Buy American Act concerning these funds.

Each organization or individual that submits a proposal also warrants and assures that they will abide by the rules of the following laws, acts, codes, etc. and all applicable rules and regulations promulgated hereunder, as a condition to award of financial assistance from WSBV with respect to operation of WSBV funded programs or activities and all agreements or arrangements to carry out WSBV funded programs or activities:

- WIA of 1998
- Title VI of the Personal Responsibility and Work Opportunity Act of 1996
- PL 88-352 Civil Rights Act of 1964
- 42 USC12001 American with Disabilities Act of 1990
- PL 93-112 Rehabilitation Act of 1973
- 40 TAC § Texas Administrative Code, Article 40, Part I, Chapter 73 Subpart A
- Assurances required for the Child Care program, Chapter 809 Texas Workforce Commission Administrative Code
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972
- Texas Government Code §2264.051

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 Workforce Solutions Brazos Valley Board.

__________________________________  __________________________________________
Signature                        Proposing Organization

__________________________________  __________________________________________
Typed Name and Title                 Date