

QUESTIONS FROM BIDDER'S ZOOM CONFERENCE CALL
FOR
Workforce Solutions Brazos Valley Board
Request for Proposals for Independent Financial Monitoring
August 13, 2026

Questions and responses from the Zoom Teleconference on August 13, 2026 and Vendor emails for the Request for Proposal for Independent Financial Monitoring

All responses are in blue.

SCOPE OF MONITORING SERVICES

QUESTION: Does WSBVB have an expected minimum frequency, duration, or cadence for monitoring reviews, and can a typical annual monitoring calendar be provided?

RESPONSE: Monitoring schedule will be confirmed during contract negotiations.

QUESTION: What is the anticipated annual volume of monitoring reviews, including the number expected to be conducted on-site?

RESPONSE: There is no anticipated annual volume of monitoring reviews. Monitoring is expected to be conducted monthly.

QUESTION: What percentage of the work is expected to be performed remotely versus on-site, and are entry conferences, exit conferences, and Board presentations permitted to be conducted virtually?

RESPONSE: On-site and remote monitoring will be discussed during contract negotiations. Board presentations will be permitted to be conducted virtually.

QUESTION: Are on-site reviews expected at all contractor locations or only when risk assessment results support an on-site visit, and should travel estimates assume visits to all counties annually?

RESPONSE: Reviews will take place at the Bryan, Texas location.

QUESTION: How many monitoring engagements were completed during the last program year?

RESPONSE: Monitoring was completed at least monthly.

QUESTION: What is the exact period of performance that will be monitored?

RESPONSE: October 1, 2026 through September 30, 2026.

QUESTION: How many subcontractors are expected to be monitored?

RESPONSE: Four.

GRANTS, PROGRAMS, AND CONTRACTORS

QUESTION: What is the organizational size, such as staff size or operational scale, of each contractor?

RESPONSE: Each contractor has at least 100 employees.

QUESTION: Can WSBVB provide a current list of all grants and programs that will be subject to monitoring?

RESPONSE: Workforce Innovation and Opportunity Act Programs, Temporary Assistance To Needy Families (TANF), Choices Program, Noncustodial Parent Choices Program (NCP Choices), Supplemental Nutrition Assistance Program (SNAP formerly FSET), Employment Services Programs, Child Care Services, Trade Adjustment Program , Veterans Program, Adult Education and Literacy Programs, DOL Grants.

QUESTION: Can a list of all programs to be monitored be provided?

RESPONSE: Same as above.

BUDGET, PRICING, AND CONTRACT STRUCTURE

QUESTION: Can the current project budget for completing fiscal monitoring be provided?

RESPONSE: Not at this time. Contract is a cost reimbursement contract and the fiscal year ends September 30, 2026.

QUESTION: Is there an estimated number of billable hours anticipated for this contract?

RESPONSE: Not at this time.

QUESTION: Does the Board prefer blended hourly rates or role-specific hourly rates?

RESPONSE: The Board prefers an hourly rate for conducting all monitoring.

QUESTION: For renewal years, should proposers assume fixed pricing throughout the potential five-year term, or may annual rate escalations be proposed?

RESPONSE: Yes.

QUESTION: What is the approximate annual funding level or expenditure volume for the programs to be monitored?

RESPONSE: Grant amounts vary per grant program. FY 2027 budgets will be confirmed in September 2026.

QUESTION: Is there an estimated annual budget or historical annual cost for these monitoring services?

RESPONSE: No budget or annual cost.

QUESTION: Should proposers provide only hourly rates, or should they also provide estimated annual hours and total projected cost?

RESPONSE: Responder should provide hourly rate for monitoring.

QUESTION: The RFP references both a cost-reimbursement contract and a unit cost-reimbursable contract. Which structure should proposers use for pricing?

RESPONSE: The resulting contract will be a cost reimbursement contract.

PROPOSAL REQUIREMENTS AND EVALUATION

QUESTION: Is there a specific requirement to engage a Historically Underutilized Business (HUB)?

RESPONSE: No.

QUESTION: Will interviews or oral presentations be part of the evaluation process?

RESPONSE: The Workforce may require clarification of the response via interviews or an oral presentation.

QUESTION: Are there page limits for proposal responses beyond the resume limitation?

RESPONSE: There are no page limits for the response.

QUESTION: How will cost points be calculated?

RESPONSE: The Evaluation committee will consider up to 20 points for cost.

QUESTION: Are CPA and HUB points bonus points, or are they included in the 105-point total?

RESPONSE: Five (5) additional points will be awarded to the responder for a certified CPA and five (5) additional points will be awarded if responder is a certified HUB vendor. The total available points were 110 points.

QUESTION: Are subcontractors allowed for specialized monitoring tasks, and if so, must they be identified in the original proposal?

RESPONSE: We expect to contract only with the vendor who responds to the RFP.

QUESTION: Would an email submission of the proposal be acceptable?

RESPONSE: No email or fax submissions will be considered, as referenced in the Request for Proposal. Respondents are required to provide one (1) Original copy of their response marked as **Original** plus four (4) additional copies of the proposal.

MONITORING TOOLS, ACCESS, AND APPROVAL

QUESTION: Can the Board provide sample monitoring reports, risk assessments, monitoring tools, or templates currently in use?

RESPONSE: The monitoring reports, risk assessments, monitoring tools, and templates currently in use are proprietary information of our current contractor. Sample items of the Respondents monitoring reports, risk assessments, monitoring tools, or templates can be included in Respondent's response and may be addressed during contract negotiations.

QUESTION: Are there required formats for monitoring plans, risk assessments, working papers, exit conference documentation, or final monitoring reports?

RESPONSE: There are no required formats.

INCUMBENT CONTRACTOR AND CURRENT PROCESS

QUESTION: Was a contractor previously engaged to provide similar work? If so, did that contractor provide both fiscal and program monitoring services?

RESPONSE: The current contractor provides both fiscal and program monitoring for the Board.

QUESTION: Can the name of the incumbent contractor be provided?

RESPONSE: Not at this time.

QUESTION: How long has the incumbent contractor held the contract?

RESPONSE: The contractor has been the program and fiscal monitor for the past three (3) years.

QUESTION: What aspects of the current monitoring process is WSBVB seeking to improve?

RESPONSE: The Workforce Solutions Brazos Valley Board (WSBVB) is soliciting proposals for independent financial monitoring services for the Brazos Valley Workforce Development Area from qualified individuals with extensive workforce financial monitoring experience. The purpose of this procurement is to solicit a qualified contractor with program knowledge of Texas Workforce Commission programs and guidelines to perform financial monitoring of workforce programs. The financial monitoring services shall include, but not be limited to, workforce program compliance review and the review of support services, which follow the

rules and guidelines of the Texas Workforce Commission and WSBVB policies and procedures.

QUESTION: What are the Board's biggest compliance or operational concerns at this time?

RESPONSE: The biggest concern for the Board is timely and accurate monitoring with timely exits for closure.