



REQUEST FOR PROPOSAL: RFP# CG-WFCCSP25R-2 Re-Bid WSET Child Care Services Provider 2025 RFP-2

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RFP TIMELINE SCHEDULE (dates/times subject to change)

Bid Released	Thursday, February 27, 2025
Pre-Bid Conference	Monday, March 10, 2025 3:00PM
Questions Due	Thursday, March 13, 2025 5:00PM
Staff Responses Post	Wednesday, March 19, 2025
Access Link Deadline	Friday, April 4, 2025 3:00 PM
Bids Due	Monday, April 7, 2025 3:00 PM
Proposer Presentation	Thursday, April 17, 2025 (subject to change)

All programs and employers under the auspices of ETCOG is in compliance with
EO (29 CFR 38.25).

INTRODUCTION

EAST TEXAS COUNCIL OF GOVERNMENTS (ETCOG)

East Texas Council of Governments (ETCOG) is a voluntary association of counties, cities, school districts and special districts within a fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, ETCOG provides programs and services for East Texas seniors, employers, and job seekers. ETCOG also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services and environmental grant funding for the region.

WORKFORCE SOLUTIONS OF EAST TEXAS (WSET)

The Workforce Solutions of East Texas (WSET) service area consists of the following counties: Anderson, Camp, Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt, and Wood. The 14 County East Texas Workforce Development Area had a population of 905,134 in 2025.

WORKFORCE SOLUTIONS OF EAST TEXAS BOARD

The Workforce Solutions of East Texas Board (WSETB) is a volunteer board appointed by the Chief Elected Officials (CEO Board) of the East Texas Workforce Development Area and operates all facets of procedure and function in accordance with established WSETB Policies and Procedures. WSETB is composed of a majority membership of individuals from the private sector along with individuals representing labor, education, social services, community-based organizations, rehabilitation agencies and other local interests.

ETCOG serves as grant recipient and administrative unit for WSETB and the CEO Board. This procurement is being conducted by ETCOG under the policy direction of these governing bodies.

Workforce Solutions East Texas has five workforce center locations, and three Mobile Workforce Center in the East Texas area to job seekers and employers. Workforce Center locations are as follows:

- Workforce Solutions - Tyler 4100 Troup Hwy, Tyler, TX, 75703, United States
(Smith County)
- Workforce Solutions - Longview 1905 W. Loop 281 Ste. 40, Longview, TX, 75601, United States
(Gregg County)
- Workforce Solutions - Marshall 4300 East End Blvd S, Marshall, TX 75672, United States
(Harrison County)
- Workforce Solutions - Athens 205 N Murchison St, Athens, TX 75751, United States
(Henderson County)
- Workforce Solutions - Palestine 500 E Murchison St, Palestine, TX 75801, United States
(Anderson County)

Area Served by Location: WSETB assumed lease commitments of workforce property locations. The Selected Proposer will be responsible for adhering to lease commitments. At a minimum, the Longview and Tyler WSET locations must be staffed and serviced by the Selected Proposer as follows:

Workforce Centers - Hours and Days of Operation			
WSET Location	Days of Week	Hours	County
Athens	Monday through Friday	8:00 – 5:00 (CDT)	Henderson
Longview	Monday through Friday	8:00 – 5:00 (CDT)	Gregg
Marshall	Monday through Friday	8:00 – 5:00 (CDT)	Harrison
Palestine	Monday through Friday	8:00 – 5:00 (CDT)	Anderson
Tyler	Monday through Friday	8:00 – 5:00 (CDT)	Smith

Population Served: Along with Child Care Service, WSETB funding sources currently consist of federal grant funds which are used to provide education, training and employment opportunities for (1) adults (including economically disadvantaged adults); (2) dislocated workers; (3) youth/out-of-school (including economically disadvantaged youth); and (4) recipients of public assistance.

Virtual and/or Mobile Methodologies: WSETB requires the Selected Proposer to implement innovative delivery methods needed to ensure services are provided to all areas within the 14-county region.

Mobile Units: WSETB owns three (3) mobile units, configured to work with more rural areas.

NOTE: More information about WSETB is available at <http://www.easttexasworkforce.org> and more information about ETCOG is available at <http://www.etcog.org>.

PERFORMANCE TERM

It is expected the subaward term will be an initial two (2) years with options for three (3) additional one (1) year periods. The WSETB will adopt renewal criteria to be considered prior to the extension of the subaward past the original two-year period.

GENERAL INFORMATION

MISSION STATEMENT – *“The mission of the Workforce Solutions of the East Texas Board is to improve the quality of life through economic development by providing a first-class workforce for present and future businesses.”*

VISION STATEMENT – *“The vision of the Workforce Solutions of East Texas Board is to have active economic development with a premier workforce attracting and supporting growth of business and industry.”*

A copy of the WSETB/ETCOG Customer Service Creed (**Attachment H**) is and will be a part of any subaward resulting from this RFP. The successful Proposer will be required and expected to adhere to the Creed in conducting any and all its workforce operations.

GRANT AUTHORITY

ETCOG demands compliance with all applicable federal/state and local statutes, regulations, policies, and guidance as presently in effect and as may become effective during the contract term. Please see **ATTACHMENT E.**

PURPOSE

To identify an operator of Child Care Services (CCS). The Child Care and Development Program is the Child Care delivery system that assists families in becoming self-sufficient by providing direct services to children. Parents choose Child Care Providers who have a Provider Agreement with Child Care Services or choose Relative Providers. Child Care for eligible families is purchased by the government through Child Care Services.

PROPOSAL INFORMATION

The Child Care Program is supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$39,210,800.00 with 100 percent funded by ACF/HHS. The contents of this RFP are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website:

<https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements>

WHO MAY APPLY?

1. Proposers may be governmental units, economic development corporations, community and technical colleges, public agencies, business organizations, labor organizations, public or private not-for-profit corporations, or private for-profit corporations organized in accordance with state and federal laws.

2. Joint proposals or Co-proposals are allowable. A description of the relationship of the joint Proposers must be included in the Proposal Narrative.
3. Contracting opportunities for historically underutilized (disadvantaged) business (HUBs) as defined in Texas Government Code 481.101(1) shall be considered in the procurement process. Proposer must submit verification of its HUB status with its response to the RFP.

Note: The successful Proposer, if any, will be solely selected by the judgment of ETCOG and WSETB.

Proposal options:

Traditional Turn-Key Child Care Services - The Proposer provides the management and staffing of all positions for Child Care Services operations through one company or organization. The management and staff are employees of the proposing entity. This will include all personnel, payroll and administrative duties for staff providing services at the Longview and Tyler workforce center locations. All costs associated with “indirect” charges must be detailed in the proposal budget.

Managing Director with an Employer of Record Organization (EOR) - The proposing individual or entity must submit a proposal for the managing director function in partnership with an Employer of Record organization, to include the staffing function for Child Care Services programs and operations. The Managing Director/EOR arrangement must be completed prior to submission of the proposal and must be included in the proposal. Under this option, the proposer’s proposed budget shall include and be combined with the proposed EOR’s costs for staffing the WSET locations. The Managing Director will ensure all personnel, payroll and administrative duties for staff providing services at each workforce center location is performed. The Managing Director will ensure the management of all workforce programs and operations are performed.

PRE-BID CONFERENCE

Pre-Bid Conference will be held on **Monday, March 10, 2025, at 3:00 PM.** A Pre-Bid Conference is an opportunity for potential Proposers to ask questions and receive responses from key staff concerning RFP requirements and scope of service requirements pertaining to proposal content. Although attendance is not mandatory it is highly recommended. **Attendance may be in person at 3800 Stone Road, Kilgore, TX or virtual, if requested. Please email christine.weems@etcog.org if you plan to attend virtually and a meeting invite will be emailed.**

Notice: Proposers are requested to please **(1)** read the RFP and any related documentation before attending the Pre-Bid Conference; **(2)** bring their RFP copy and related documents to the meeting with them, and **(3)** have all questions and/or concerns already prepared before attending.

SCOPE OF PROPOSAL

One proposer will be selected to provide management and operation of the Child Care Services program. The CCS Successful Proposer will process eligibility determinations for families who need Child Care assistance and pay Child Care Providers to actually provide care. Additional duties of the CCS Successful Proposer include recruitment, development of Child Care Providers and management of Provider Agreements.

Parents are given a choice of self-arranging care by selecting a Child Care Provider from one of these two categories:

Child Care Providers

Licensed Child Care Centers, Licensed Child Care Homes or Registered Child Care Homes (Licensing is handled by the Texas Health and Human Services Commission Child Care Regulation (CCR) Division.)

The duties of Providers are as follows:

- Providing child care.
- Reading, understanding and following the rules of the Child Care Provider Manual and Child Care Services Provider Agreement.
- Maintaining compliance with the Texas Workforce Commission (TWC) and CCR minimum standards.

Other activities of Providers may include but are not limited to:

- Choosing to participate in the Texas Rising Star Provider Program.
- Offering special services (infant care, transportation, and after-hour care).
- Enhancing Child Care Services & creating parental advisory groups.

Regulated child care providers must meet Texas Rising Star requirements as a certified provider or designated as an Entry Level provider for the prescribed time periods, as described in the TWC policies.

Texas Rising Star Provider Payment

Child Care Providers who meet program criteria exceeding the minimum standards for Child Care Regulations. These criteria require smaller group sizes; more qualified staff and practices which promote enhanced childhood development. The Texas Rising Star Provider Program, as a means for promoting quality Child Care services, is addressed in this Request for Proposals.

Relative Provider Child Care Payment

Payment is made for self-arranged Child Care with relatives; Grandparent, Great Grandparent, Aunt, Uncle or a sibling who is a minimum of 18 years old not living in the same household as the eligible child.

Payments to Providers

Payments are made for the following categories of clients:

- Welfare Reform Efforts (Child Care for Choices and Supplemental Nutrition Assistance Program)

Participants).

- Child Care for the general income-eligible population, sometimes called self-referred.
- Child Care for children under the oversight of the Health and Human Service Commission.
- Child Care for children with WIOA formula funds in coordination with the Workforce Center Services Operators.

TWC Attendance Reporting System: TWC implemented child care attendance and reporting system. The TWC tracking system is designed to accomplish the following:

- Give parents the responsibility for reporting child care attendance.
- Ease the burden of child care claims on child care providers and child care subrecipient staff.
- Provide tracking and independent verification that a child attended the child care facility.

The attendance tracking system requires the Board, the Child Care Subrecipient and Child Care Providers to follow attendance reporting and tracking procedures required by TWC.

Further, Child Care Providers must ensure parents use the TWC Automated Attendance Tracking system to report attendance and absence through a *Point of Service* device or by leaving a message on the *Interactive Voice Response* telephone system.

Boards must ensure parents are informed their child care services can be terminated, and they can be held responsible for paying the provider for attendance and absences that are not reported using the automated attendance system.

Child Care and Development Funding (CCDF)

Priority of care for CCDF funds as defined by TWC and Workforce Solutions East Texas Board are:

- Choices
- Former Choices child care recipients
- Temporary Assistance for Needy Families (TANF) & Applicants
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)

Priority groups subject to the availability of funds include:

- Children who need to receive protective services.
- Children of a qualified Veteran or qualified spouse.
- Children of Foster Youth.
- Children experiencing homelessness.
- Children of parents on military deployment whose parents are unable to enroll in military-funded child care assistance programs.
- Children of teen parents.
- Children with Disabilities (CWD).
- Siblings of children currently enrolled in child care services.
- Workforce Innovation & Opportunity Act (WIOA).
- Parents employed at a regulated child care provider; and
- Parents needing continuity of care after receiving TWC Special Funded child care and limited to 12 months of eligibility.

The remainder of the funding is used for Child Care Services Operations and Administration (administration of both Board and Proposer).

Local Match Funds

The Proposer agrees to follow all policies, guidelines, and directives from USDHHS, TWC, WSETB, and ETCOG on the management of direct child care and local match funding.

The additional federal funds secured through the Local Match process is fully expended on direct care in East Texas. The Local Match process brings in an additional 2.4 million in federal funds to the East Texas Workforce Development Area.

Forecasting for Funding and Child Care Population Management

Forecasting

Proposer shall submit monthly funds management forecasting detailing projected utilization of funds and the number of children needed to meet the TWC established contracted performance measure for 'Average Number of Children Served per Day.' Proposer must include activities being implemented and activities being maintained to ensure the needed number of children will be reached.

Required Collaboration

The successful Proposer is to collaborate with the Workforce Center Services Provider in offering monthly data to assist in the management of the funding provided. In addition to the CCDF funding (Child Care Formula and Child Care Local Match funding), other 'eligibility characteristics' that are served are the Workforce Innovation and Opportunity Act (WIOA) for Adult, Youth, and Dislocated Worker parents as a support service, and Department of Family and Protective Services (DFPS/CCP) for children removed from the home. A management fee is charged against these funding streams to ensure they contribute to the operation of the child care program.

Child Care Performance Measures

The following performance measures will serve as the outcome measure for Board Contract Year 2025:

Average Number of Children Served Per Day
Initial Job Search Success Rate

Average Number of Children Served Per Day. Proposer shall ensure the targeted measure of "Average Number of Children Served Per Day" is met. The "average number of children served per day" is defined as the average number per day of full-time and part-time child care paid from the TWC's Child Care funds allocated to the workforce area. The numerator is the total number of days of child care enrollment provided during the reporting period. Enrollments may be full-day, part-day, or a blend of full-day and part-day but each count as one (1) enrollment day. The denominator is the number of child care days occurring during the reporting period and includes any weekday and holidays that fall on a weekday. The "average number of children served per day" shall include children served with funds provided by this Subaward. Also, included are children served with child care match funds made during the program year in which the funds were originally allocated to the workforce area through the Subaward currently in effect between the TWC and the ETCOG/WSETB.

The “Initial Job Search Success Rate” is defined as the percentage of parents who were enrolled in Initial Job Search Child Care and who became employed at a sufficient level to qualify them to extend access to subsidized child care, as evidenced the continuation of child care after the Initial Job Search period.

NOTE: The range for meeting performance has reverted to the pre-reauthorization range of 95% to 105% and until further notice from TWC, <95% of the target will be considered “-P”, >=105% will be considered “+P”, and performance in between will be considered “MP”.

Specific Measures and Targets: The measure for the current program year that ends September 30, 2025 is below. The measure may change from the current figure based on TWC.

MEASURE	CONTRACTED GOAL
Average Number of Children Served Per Day based on current program year that ends September 30, 2025.	5,783
Initial Job Search Success Measure East Texas	58.36%

CCS Staff will be required, at a minimum, to be physically located at a minimum of two (2) East Texas Workforce Centers. The Successful Proposer will be expected to coordinate and collaborate with the Workforce Centers Services Provider and satellite offices in the East Texas Workforce Development Area. The Administrative staff will be located at the Tyler Workforce Center.

Adherence with Program Requirements:

Proposer **must** be knowledgeable of all applicable federal, state, and local laws, rules, regulations, and policies. In administering the programs prescribed through this Request for Proposals, the Selected Proposer shall comply with applicable assurances outlined by the TWC, in the Strategic Plan for the WSETB. An excerpt from the Planning Guidelines identifying the assurances is included as an attachment to this summary.

The Selected Proposer will be responsible for complying with Workforce Development Guidance Letters issued by the TWC, and Workforce System Improvement Guidance Directives. A list of all Workforce System Improvement Guidance Directives relevant to the operation of Workforce Programs is available upon request.

Many of the above items can be found online by visiting Texas Workforce at: www.twc.texas.gov, Child Care Services Guide, TWC Rules Chapter 809: Child Care Services: Workforce Solutions Board policies and plans are available upon request. In addition, for a detailed listing of requirements visit TWC, at:

<https://www.twc.texas.gov/programs/child-care/for-providers>

PROGRAM OVERVIEWS

Program overviews and their corresponding requirements are provided as a level of understanding for the scope of Child Care Program operations. ***NOTE:** *These overviews are **not** intended to be a fully comprehensive list of the requirements which will be applicable for the successful Proposer.*

Child Care Partially Subsidized Direct Care Funding (CCF), Child Care and Development Fund (CCDF), Child Care Local Match (CCM), and Fully Subsidized Direct Care Funding (CCC)

Child care services are provided to families who meet the eligibility criteria established by the Workforce Solutions East Texas Board (WSETB) in accordance with the state and federal rules, regulations, and guidelines. These direct child care services allow parents to work or to attend school or training, which helps them to achieve economic self-sufficiency.

The Texas Workforce Commission (TWC), as the lead agency for child care services in Texas, shall continue to promulgate rules and regulations governing the overall administration of the activities.

All agencies, recipients, and subrecipients that determine individual eligibility shall do so according to the rules established by the TWC. The TWC remains the single point of contact and retains overall responsibility for the administration of the program.

The TWC is responsible for administering the CCDF for the State of Texas pursuant to Texas Labor Code § 302.021(b)(1) and has the authority to enter into subawards and other contracts under Texas Labor Code § 302.002(b).

Child care quality activities must be implemented according to the rules and guidelines established by the TWC and ETCOG/WSETB.

Texas Department of Family and Protective Services - Child Care (CCP)

The purpose of this Subaward is also to purchase child care services for children who are deemed eligible and authorized for services by the Texas Department of Family and Protective Services (DFPS). The WSETB and the Proposer must provide child care services by making the established network of child care providers in the East Texas Workforce Development Area (ETWDA) available to all DFPS referrals. Child care services must be made available in the ETWDA in accordance with 40 TAC § 809.49.

Fully Subsidized Direct Care Funding (CCC)

Child Care Services for Mandatory “Priority” populations are provided to families who are (1) determined eligible for Choices child care in accordance with 40 TAC § 809.45; Temporary Assistance for Needy Families (TANF) Applicant child care as referenced in 40 TAC § 809.46; and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) child care in accordance with 40 TAC § 809.47, or are participating in child protective service programs; and (2) meet the eligibility requirements established by the TWC in accordance with state and federal rules, regulations, guidelines, and the Child Care Services Implementation Guide. These mandatory direct child care services allow for twelve (12) months of continued child care services pursuant to § 809.51 for parents and caregivers to participate in eligible work activities, and attend school, or training which helps them toward becoming economically self-sufficient while providing stability for the children through continuity of care. Funding under this Subaward also provides child care services for children formerly receiving general child protective services whose protective services case was closed by the DFPS Child Protective BR-CCS-PY24-01 45 of 112 Services (CPS). These mandatory direct child care services allow for twelve (12) months of continued child care services pursuant to the “Continuity of Care” provisions in 40 TAC § 809.54(c).

ALLOWABLE SERVICES/ACTIVITIES

Functions Performed and Client Groups Served:

The Proposer agrees to provide all CCS functions and serve all client groups described in this Subaward in accordance with all Federal, State, and WSETB policies, procedures, directives, and guidance in all counties of the East Texas Workforce Development Area: Anderson, Camp Cherokee, Gregg, Harrison, Henderson, Marion, Panola, Rains, Rusk, Smith, Upshur, Van Zandt and Wood.

The Proposer shall manage the delivery of child care services through regulated providers or eligible relatives whose parents or caretakers have chosen to care for their children in accordance with 40 TAC, Chapter 809, as amended, WD Letters 18-18, Change 2, 23-23, and subsequent issuances.

Children whose attendance tracking is billed under this Subaward must meet the eligibility requirements to receive child care services as specified in the TWC's administrative rules at Chapter 809 Child Care Services.

USE OF FUNDS ALLOCATED FOR PROVISION OF DIRECT CHILD CARE SERVICES; USE OF LOCAL MATCH FUNDING

Eligible Service Participants (MANDATORY FUNDING): Proposer shall design and implement service systems and structures supporting the provision of child care services to eligible service participants as described within 45 C.F.R. § 98.20 and as stipulated in Chapter 809 of the TWC Child Care Services Rules.

Priority Participants (DISCRETIONARY FUNDING): Proposer shall ensure services for the populations described in 4.1 are prioritized according to the priority groups established in 40 TAC § 809.43, Child Care Implementation Guide, and WSETB policies.

Proposer must comply with the federal regulations related to CCDF, at 45 C.F.R. Parts 98 and 99, Chapter 809 Child Care Services, and Chapter 811 Choices, as amended.

Proposer shall comply with TWC policy directives, including Workforce Development (WD) Letters and Technical Assistance Bulletins, and other TWC issuances.

- The Proposer shall develop required procedures, with WSETB final approval, in accordance with (WD) Letters, TA Bulletins, WSETB policies, CCS Implementation Guide, and other TWC issuances.

Proposer shall comply with all applicable requirements to provide services in accordance with the provisions of this Subaward and operate according to the rules established by the program.

TWC funds allocated for the provision of direct child care services specifically may only be used for the expense of directly providing child care services to eligible children and not for administrative or operational costs unless written authorization is obtained in writing from the WSETB/ETCOG staff and the change in allocation is reflected in an amendment to this Subaward.

DFPS and WIOA direct child care funding, allocated for the provision of direct child care services specifically may be used only for the expenses of directly providing child care services to eligible children. A management fee may be paid to the Proposer from DFPS and WIOA funds to support operational costs.

Proposer must be responsible for monitoring and implementing the utilization of all direct care funds allocated in this Subaward. All Monitoring reports must be made available upon request for WSETB staff. If over expenditures occur, Proposer shall be responsible for payment. At no time shall the Proposer have the authority to remove children from care (including Local Match) or withhold enrollments, even after exhausting all alternatives to provide child care to priority children, without prior written approval from the WSETB. To facilitate the utilization of direct care funds, the Proposer must utilize the funds in the following priority order found in 40 TAC Part 20 §809.43:

a) The first priority group (Mandatory) is assured child care services and includes children of parents eligible for the following:

- Choices child care as referenced in §809.45;
- TANF Applicant child care as referenced in §809.46;
- SNAP E&T child care as referenced in §809.47; and
- Transitional Child Care as referenced in §809.48.

b) The second priority group served is subject to the availability of funds and includes, in the following order of priority:

1. Children who need to receive protective services child care as referenced in §809.49;
2. Children of a qualified veteran or qualified spouse as defined in §801.23;
3. Children of a foster youth as defined in §801.23;
4. Children experiencing homelessness as defined in §809.2 and described in §809.52;
5. Children of parents on military deployment as defined in §809.2 whose parents are unable to enroll in military-funded child care assistance programs;
6. Children of teen parents as defined in §809.2;
7. Children with disabilities as defined in §809.2; and
8. Other funds as available and within the restrictions the TWC has applied to the funds.

c) The third priority group includes any other priority adopted by the WSET Board (WSETB). The WSETB third priority group for participants receiving child care services are:

- Siblings of children currently enrolled in child care services;
- Workforce Innovation and Opportunity Act of 2014 (WIOA) participants;
- Parents employed at a regulated child care provider; and
- Parents needing continuity of care after receiving TWC Special Funded child care and limited to 12-months of eligibility.

Children whose attendance tracking is billed under this Subaward must meet the eligibility requirements to receive child care services as specified in the TWC's administrative rules at 40 TAC, Chapter 809 Child Care Services.

Proposer must allocate direct care funds in accordance with county-by-county percentages, which are based on the US Census data. However, priority groups must be served, as they become eligible regardless of county of residence.

The summary below represents county-by-county allocations for the counties. Actual amounts are subject to change throughout the year due to additional allocations. However, the "Percent of WDA" will remain consistent and applicable to the overall Participant Cost Allocation.

County Population 2024		
County	Population*	Percent of WDA
Anderson	57,736	6.38%
Camp	13,000	1.44%
Cherokee	52,217	5.77%
Gregg	126,243	13.95%
Harrison	70,895	7.83%
Henderson	86,158	9.52%
Marion	9,571	1.06%
Panola	22,838	2.52%
Rains	12,986	1.43%
Rusk	53,079	5.86%
Smith	245,209	27.09%
Upshur	43,281	4.78%
Van Zandt	64,000	7.07%
Wood	47,921	5.29%
WDA Total	905,134	100%

** Population Data source: U.S. Census Bureau. Annual Resident Population Estimates, Estimated Components of Resident Population Change, and Rates of the Components of Resident Population Change for States and Counties: April 1, 2020, to July 1, 2023.*

PROVIDER SERVICES

REIMBURSEMENTS TO LICENSED OR REGISTERED PROVIDER AND RELATIVE PROVIDER CHILD CARE CLAIMS

The Proposer must finalize the claims process thirty days after the close of the contract. **Claims received for care provided prior to September 30, of the Contract Year 2025, REQUIRE prior approval from ETCOG.** Requests must be allowable within the parameters set for the childcare case management system data entry and TWC Subaward Closeout requirements. If TWC extends funding for any reason beyond the normal end date for a funding stream, this will be taken into consideration and may result in an extended time frame in which the finalization of claims will be processed.

Proposer shall pay regulated child care providers prospectively every two weeks based on the enrollment authorization described in 40 TAC 809.93.

CONSUMER EDUCATION

The Proposer shall maintain a listing of all child care facilities offering subsidized care as well as the providers that meet quality indicators such as TRS, national accreditation programs, Texas School Ready and the Kindergarten Readiness System (TAC 809.15).

Proposer shall provide the consumer education information, including consumer education information provided through the website, shall contain, at a minimum (TAC 809.15):

- a) Information about the Texas Information and Referral Network/2-1-1 Texas (2-1-1 Texas) information and referral system;
- b) The website and telephone number of CCR so parents may obtain health and safety requirements;
- c) A description of the full range of eligible child care providers set forth in §809.91 of this chapter;
- d) A description of programs available in the workforce area relating to school readiness and quality rating systems;
- e) A list of child care providers that meet quality indicators, pursuant to Texas Government Code, §2308.3171;
- f) Information on existing resources and services available in the workforce area for conducting developmental screenings and providing referrals to services when appropriate for children eligible for child care services; and
- g) Proposer shall cooperate with HHSC to provide 2-1-1 Texas with information, as determined by HHSC, for inclusion in the statewide information and referral network.

Proposer shall recruit and train providers to care for children with special needs.

Proposer shall verify child's eligibility for inclusion assistance. Staff will review and ensure implementation and monitoring of the inclusion plan as well as offer resource assistance for provider staff who are working with a child with special needs.

Proposer will inform providers about the benefits of obtaining Texas Rising Star (TRS) certification.

Proposer will participate as required by ETCOG in any regional training activities sponsored by the WSETB/ETCOG.

Proposer will be responsible for the retrieval of equipment when providers terminate the Statement of Services or cease operation.

PROGRAM FUNDING

The budget amounts below are estimates based on current year's funding. Proposer must use these amounts to complete the budget pages in **Attachment F**.

CHILD CARE OPERATIONS (includes Indirect)	
Grant	Budget
CCF / CCM	\$ 4,350,000.00
DFPS Management Fee	\$ 47,000.00
TOTAL OPERATIONS	\$ 4,397,000.00
DIRECT CARE	
CCF Discretionary	\$ 29,100,000.00
CCF Mandatory	\$ 1,500,000.00
CCM Local Match	\$ 2,400,000.00
DFPS	\$ 1,800,000.00
WIOA	\$ 13,800.00
TOTAL DIRECT CARE	\$ 34,813,800.00
TOTAL	\$ 39,210,800.00

ADDITIONAL INFORMATION

Allocate budget items proprietary in nature into a cost reimbursement format unless sold to the general public at the same price as offered in this RFP. The general public must comprise a substantial number of purchasers of Selected Proposer's product or service.

Ensure all funds provided through this RFP do not supplant other available federal, state, local, or private funds. This will be verified through subaward negotiations and language to this effect will be included in all subawards resulting from this RFP.

Demonstrate administrative capability and fiscal responsibility needed to operate the programs proposed and to meet federal financial accountability requirements for most federal grants. Proposers with multiple funding sources must have a cost allocation plan and may not double bill for items to be charged to WSETB.

As a part of this RFP process, proposers will be subject to an on-site pre-award fiscal integrity review, which may include, but not limited to a review of proposer's record keeping procedures, management systems, accounting and administrative systems, training facilities, and curriculum as required by TWC Rule 802.21. Proposers will be notified of date and time of the review.

Response to RFP does not commit WSETB to award a subaward and/or pay any costs incurred in the preparation of a proposal response, nor pay for any other costs incurred prior to the execution of a formal subaward resulting from this RFP.

If the execution of work to be performed by the applicant requires hiring of subcontractors, it must clearly state this in the proposal. Subcontractors must be identified and the work they will perform must be defined. The proposal should provide the name, address, and Employer Identification Number

REQUIRED SUBMISSION DOCUMENTATION

Bid proposals/submissions are to include the following:

- 1) References (p. 16); (return with submission)
- 2) Appendix I & Conflict of Interest form - signed; (return attachment with submission)
- 3) Appendix II - signed; (return attachment with submission)
- 4) TxDot, PTN-130 form; (return attachment with submission)
- 5) Signed 'Affirmation & Signature' (p. 32); (must return with submission) and,
- 6) All pages requiring initials, checkmarks, and/or signatures if not indicated above.
- 7) Attachment H – ETCOG Customer Service Creed.
- 8) Attachment F – Budget Spreadsheets.
- 9) Attachment E – Grant Authority.

Attention: It is understood failure to provide the above items with a submitted proposal will diminish award consideration and ETCOG has the right to mark the proposal as non-compliant and treat it as a no-bid at their sole discretion.

Note: Only Proposals submitted with all the required documentation/response on this page shall be considered for award in conjunction with the Evaluation Criterion, (p. 20-28).

CURRENT REFERENCES

Please provide three (3) references from similar firms for whom your organization provided like services specific to this RFP, other than ETCOG, who can verify performance as a vendor/service is preferred. **NOTE:** Inaccurate, obsolete, or negative responses may result in rejection of quote submissions.

1. Name: _____ Phone: _____

Address: _____ St/Zip _____

Contact Name _____ Email: _____

Contract Name/Title: _____

of years contracted: _____

Service Description: _____

2. Name: _____ Phone: _____

Address: _____ St/Zip _____

Contact Name _____ Email: _____

Contract Name/Title: _____

of years contracted: _____

Service Description: _____

3. Name: _____ Phone: _____

Address: _____ St/Zip _____

Contact Name _____ Email: _____

Contract Name/Title: _____

of years contracted: _____

Service Description: _____

PROPOSER COMMUNICATION

There is to be no communication allowed, in any form, between ETCOG and their representatives, other than conducting daily business unrelated to this RFP procurement, during the entirety of the RFP process. Failure to follow this directive will result in rejection of Proposer participation and/or submitted RFP proposal.

QUESTION/RESPONSES

Proposer Questions: Proposer questions concerning this RFP are due **Thursday, March 13, 2025**, if not sooner, and must be emailed to Christine Weems, Facilitator at: christine.weems@etcog.org and no one else.

Staff Responses: Proposers **must** go online at <http://www.etcog.org/procurements> and click on 'WSET' to retrieve responses to all questions asked, no earlier than **Wednesday, March 19, 2025**.

NOTE: Other than the above opportunity and unrelated daily business, there is to be no communication between Proposers and ETCOG staff or representatives during an active RFP process to ensure fair and open competition for all potential Proposers. To willingly do so may result in the disqualification of a Proposer for non-compliance of RFP restrictions.

RFP RETRIEVAL

The RFP document, RFP updates, and additional RFP information or amendments will be posted on the ETCOG website and may be retrieved by clicking on 'WSET Child Care Services Provider 2025 RFP-2' at <http://www.etcog.org/314/Request-for-Proposals.htm> or request by emailing to Christine Weems at: christine.weems@etcog.org.

HARD COPY BID SUBMISSION

Hardcopy bid submissions must be clearly identified on the outermost return envelope or packaging and must be received by the bid submission date/time of **3:00 PM, Monday, April 7, 2025**, regardless if by mail, courier/delivery services, or hand delivered, at:

East Texas Council of Governments (ETCOG)
Attn: Christine Weems, Strategic Procurement Manager
3800 Stone Road, Kilgore, TX 75662

Write: Company Name, RFP# CG-WFCCSP25R-2, Monday, April 7, 2025, in bottom left-hand corner of the outermost Return Envelope/Package

NOTE: Telephone, emailed, and facsimile bid submissions are not allowed in response to this RFP.

1. Proposers are to submit one (1) hardcopy marked 'Original' along with (4) four additional copies marked 'Copy' and submit one (1) electronic copy of proposal to include all related documentation. Please do not use 3-ring binders.

2. Pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the proposal. At least an eleven (11pt) point font of Calibri, Ariel, or Times New Roman is acceptable and must be legible.
3. It is the Proposer's sole responsibility to prepare, submit, and deliver or arrange delivery of the RFP proposal(s) with all required exhibits and materials to the designated location on or before the published submittal deadline.
4. ETCOG will not bear liability for any costs incurred in the preparation and submission of submissions in response to this RFP.
5. RFP submission deadline *time* will be determined by the ETCOG lobby clock.
6. If submitting more than one property to be considered, each property submission should be placed in a separate envelope and clearly identified with the RFP number, submittal deadline/opening date and time, as referenced on previous page.
7. Courier or delivery services may not deliver directly to the specified location; therefore, it is strongly recommended:
 - Proposers allow sufficient time for delivery of a hardcopy proposal prior to the published deadline date/time to the location specified.
 - Proposers understand that failure to submit a proposal by the designated deadline, for whatever reason, may not be grounds for disputing the procurement solicitation process or any resulting contract award.
8. It is the Proposer's sole responsibility to ensure any addenda or additional materials pertinent to their proposal be included in or with their RFP submission. ETCOG will not be held liable for missing addenda or materials at the time of the RFP Opening and said addenda or additional materials will not be accepted past the RFP submission deadline date and time.

DIGITAL BID SUBMISSION

Upload Requirements/Instructions

1. Proposers must **email** Christine Weems at christine.weems@etcog.org to request an 'Access Link' by **3:00 PM, Friday, April 4, 2025**, if not sooner, to receive digital upload purposes.
2. Access code requests by phone, voicemail, or past the noted deadline date/time above will not be accepted, **no exceptions**.
3. It is the Proposer's sole responsibility to upload their RFP proposal digitally with all required exhibits and materials by referenced '**RFP Submission Due' deadline date/time (p. 1)**, if not sooner.

RFP RETRIEVAL

The RFP document, related appendix, RFP bid updates, and any additional RFP information or amendments throughout the bid process will be posted as warranted on the ETCOG website. It may be retrieved by clicking on the 'WSET Child Care Services Provider 2025 RFP-2' link at <https://www.etcog.org/procurements> or request by emailing Christine Weems at: christine.weems@etcog.org. Please note, it is the Proposer's sole responsibility to stay informed of any RFP changes/updates.

HUB BEST PRACTICES

ETCOG shall ensure that small, minority, disadvantaged, and women's businesses are considered as sources for acquisitions whenever possible.

Proposer is encouraged to make a good faith effort to consider DBEs and HUBs when subcontracting.

Some methods for locating DBEs and HUBs include:

- Choosing the HUB/DBE organization in the case of tie proposals;
- Soliciting these businesses whenever they are potential sources;
- When economically feasible, dividing total desired services into smaller components to permit maximum participation by these businesses;
- If the requirement permits, establishing delivery schedules that will encourage small, Minority, disadvantaged, and women's businesses to participate; and
- Using the services and assistance of the Small Business Administration or the Minority Business Development Agency, as needed.

Proposer is encouraged to make a good faith effort to consider HUBs and DBEs when subcontracting. Some methods for locating these businesses include:

- Utilizing the Texas Comptroller of Public Accounts website <http://www.window.state.tx.us/procurement/cmbi/cmbihub.html>.
- Utilizing Websites or other minority/women directory listings maintained by local Chambers of Commerce.
- Advertising subcontract work in local minority publications; and/or contacting the contracting state agency for assistance in locating available HUBs and DBEs.
- Encouraging eligible agencies to gain HUB or DBE certifications by providing all applicable information to do so.

PROPOSAL OPENING

ETCOG reserves the right to a closed RFP process for bid submission review/analysis and award recommendation procedures to the best interest of and best benefit to ETCOG and programs served as well as ensure the best competitive edge for all parties, and in accordance to [Texas Local Government Code](#):

Sec. [252.049](#). *CONFIDENTIALITY OF INFORMATION IN BIDS OR SUBMISSIONS*. Bid submissions will be received until the deadline date/time as referenced under 'RFP Timeline Schedule. p. 1', and public

attendance is allowed. However, only the names of submitting Proposers will be read and disclosed if received by the deadline date/time.

- All bid submissions become the property of ETCOG after the RFP deadline/opening date.
- Responses submitted shall constitute an offer for a period of one hundred eighty (180) calendar days or until a preferred selection for the award is approved by ETCOG, whichever comes first.
- All programs and employers under the auspices of ETCOG are following EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

PROPOSAL NARRATIVE / EVALUATION CRITERION

NARRATIVE INSTRUCTIONS

- A minimum of 75 points is required to be eligible for subaward, **with no exceptions**.
- Respond to every question asked.
- Restate the question and type your response immediately following the question.
- Do not renumber the questions. Use the same number appearing in this RFP for the question prior to your answers as the rating sheets are keyed to the question numbers. Evaluators cannot locate your responses if you change the numbering system.
- Respond to each question completely and independently from any previous questions/responses. Cross-referencing a response to a previous response to a different question is not acceptable and may not be recognized as a valid response at the sole determination of ETCOG and WSETB.

CRITERIA QUESTIONS

The rating criteria is divided into five (5) criteria, each with its own set of corresponding questions. It is imperative Proposers answer each set of questions. Evaluations are based on the appropriate criteria denoted in numerical evaluation.

Criteria 1: Organizational Capacity / Management and Staffing (0-20 pts; minimum 15 pts required for this criteria)

A. Describe the proposer's organization. Items to include are:

1. A history of the organization.
2. An explanation of the organization's current mission and philosophy as it relates to the operation of the CCS Program.
3. Previous experience as a CCS Subrecipient, 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 and the percentage of the total each source represents.
6. An organizational chart depicting how your organization will include the CCS 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. Time frames for paying Child Care Providers and capability to pay all Child Care Providers by Direct Deposit/EFT (if needed).
4. Monitoring for quality assurance and compliance of Child Care Providers.
5. Provider management services to include recruitment and improvement.
6. Child developmental materials for 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.

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

1. Plans for how client services will be provided when the current provider 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 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 provider 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 Workforce Centers.
7. Methods for the planning and coordination of children with disabilities.
8. Strategies will be used to track the retention of clients receiving child care services, as well as the reasons children leave care.
9. Describe plans for working the wait list and also building it back up.

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

Provider Management

Provider Management is the responsibility for the management of the current providers, recruitment and enrollment of new CCS Providers, the renewal of provider agreements, provider status and maintenance or improvement of the CCS Provider'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 CCS or eligible relative providers.

E. Please provide the following information:

1. Strategies for the ongoing recruitment of new providers to expand the availability of child care within the East Texas Workforce Development Area.
2. Describe how providers will be recruited when a client has an urgent need for child care not met by the current provider base. Give proposed methods and time frames.
3. Strategies for the recruitment of Child Care Providers who will provide services to disabled children.
4. Strategies for monitoring Child Care Providers for compliance with CCS rules, policy, and quality of care standards.
5. Strategies for ensuring Child Care Providers 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.

Financial Management

The Proposer will be responsible for the financial management services of the CCS Providers, relative providers, parent fees, and client and operational services.

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

1. Strategies for how the Proposer shall process claims for the CCS providers and relative providers, using the TWC's Attendance Reporting System for automated claims.
2. The accountability of accounting records that document and properly allocate total allowable CCS operations expenses for each month in the budget period in a manner consistent with the Subaward for direct child care delivery services.
3. Proposer's plan to submit claims to the Board for the Board's share of CCS 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. Accountability for records for the collection and distribution to the provider of Parent Fees.
5. The capability of negotiating and utilizing additional allocated funds received by the Workforce Solutions East Texas Board for financial management.
6. The established procedure of reconciling past Line-Item Rejections within one month of the new contract. Develop and implement policy and procedure to reconcile Line-Item Rejections within two weeks of the rejection.
7. Ensuring services are supportive services for all TWC programs of the Workforce Solutions East Texas Board.
8. Ensuring hearings, complaints and appeals from clients and providers will be in accordance with and guided by the Workforce Solutions East Texas Board policies and procedures in accordance with TWC guidelines.
9. 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 monthly).
10. Describe your monitoring policy and procedures indicating quality assurance and fraud prevention. Your monitoring policy and procedures must include frequency and the responsibility of reviewing and utilizing the Board contracted monitoring tool for risk assessment. Discuss monthly reporting and your resolution policy.
11. List the proposer's experience in financial management, including service improvement techniques.
12. Provide an example of a value-added service or innovative service method that your organization has provided to one of its Board customers or an organization the proposer had a contract with. Describe any value-added service you are proposing to provide to WSET.
13. List awards received for excellence from the Texas Workforce Commission or other state agencies in Texas or other states. Describe the nature of the award and what the proposer did to earn the award. Submit verification of the award/s.
14. Provide information regarding any litigation your organization has been a part of during the past five years. What was your organization's role? What was the outcome? Are you currently in litigation?
15. Describe your organization's policy for Paid Time Off (PTO). How will you ensure PTO is effectively managed, so offices are adequately staffed at all times?
16. Describe demonstrated effectiveness in building an effective and diverse management team. Include significant achievements that were a result of management efforts. Also, describe experience in managing people and systems to address customer focus, customer service and customer satisfaction.

17. Describe how your organization ensures its personnel possess the necessary qualifications to perform their job duties.
18. What ongoing training is provided and/or required?
19. Describe how your organization minimizes staff turnover.
20. What is the average turnover rate for your organization (overall and by current contracts for the past two years)?

Criteria 2: Program Design (0-20 pts; minimum 15 pts required for this criteria)

- A. Describe your organization's plan to serve as a source of information on child care issues to the community.
- B. Describe how your organization will promote coordination and cooperation among the many social service agencies interested in child care for their low-income clients.
- C. Describe your proposed collaboration with the Workforce Center to serve Workforce participants.
- D. Discuss your plan to collaborate with the Workforce Centers to reduce costs and enhance the responsiveness of child care management staff.
- E. Provide a description of how services will be delivered throughout the 14-county region. Specify the management team and attach resumes of key staff. Include an organizational chart listing positions, number of personnel, and hours assigned to each center location, the call center, and the mobile units.
- F. Describe plans for operating the CCS program.
- G. What steps will be taken to ensure the WSET contracted and managed performance measure is exceeded and WSET is recognized and rewarded by TWC for achieving outstanding outcomes? Please identify and explain proposed strategies for exceeding the required performance measure?
- H. Provide information regarding how your organization utilizes technology as part of its services. How does it impact customers? How does it impact cost? Describe any other innovations your organization utilized to successfully provide workforce services, especially with respect to providing services in rural areas.
- I. Describe your organization's proposed transition plan if selected as our provider. How will your organization minimize disruption of services to our customers? Will current staff be considered for positions?
- J. Describe the process/procedures utilized for ensuring personal identifying information of customers is secured and confidentiality is maintained.
- K. What actions will the proposer take to address program performance deficiencies?
- L. Please explain what systems and processes are used to identify program deficiencies and to

address these deficiencies (i.e. quality assurance and corrective action procedures).

- M. How will staff be held accountable for negative performance outcomes?
- N. Describe in detail what TWC available reports will be used as a reference for the CCS performance measure.
- O. What will be the strategy for improving the performance measure?
- P. Describe how your organization promotes positive customer service.
- Q. What is the process for handling customer concerns or complaints, including the timeline for resolution?

Criteria 3: Demonstrated Effectiveness (0-20 pts; minimum *15 pts required* for this criteria)

The proposer must demonstrate capabilities in areas essential to the success of any CCS: 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 from each proposer the quantified performance data and organizational information requested below.

List each CCS contract or other human service contracts 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 the 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 providers/subcontractors recruited and paid each month.
- J. Monitoring results of providers' 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.

The following information must be provided:

- A detailed explanation of the methods (including forecasting) to be implemented monthly to ensure the Board's monthly performance measure is met.
- A detailed explanation of the methods to be implemented to ensure timely initial placements, re-certifications, and terminations including the Department of Family and Protective Services (DFPS) children.
- A detailed explanation of the methods for reviews including technical assistance, ongoing reviews and special reviews. Included in this would be how your organization plans to share the reviews with the Workforce Systems Improvement Team (WSIT).
- A detailed narrative of how case management will be implemented.
- A detailed narrative explaining the protocol and time frame for returning calls to parents and providers.
- A detailed explanation of how the organization will set up the wait list and the screening tool, how often the waitlist will be pulled and what staff will be responsible for working the waitlist.
- A detailed narrative clarifying the actions the proposer will take to increase quality in the child care providers of East Texas.
- Describe the proposer's knowledge and experience with CCS systems, functions and state and federal reporting requirements. Describe how reporting systems are utilized to manage CCS systems activities and outcomes.
- Indicate the results of the past five years of performance measurements set by the various states your organization has operated in and the results of performance measurement achievements. Submission of state-generated reports is required.
- List any performance incentives achieved, or performance awards received for your organization for the last five years. Is your organization proposing to replicate any of these award-winning services in East Texas?
- Describe your advertisement strategies to be implemented for the following categories:
 - a. WSET area providers
 - b. Potential customers
- Describe your custom reporting capabilities, methodologies, and programs utilized for performance data information outside of the TWC's designated reporting system.
- Describe in detail your organization's process for data systems management for NON-TWC systems.

Criteria 4: Cost Reasonableness (0-20 pts; minimum 15 pts required for this criteria)

All proposals will be rated for overall cost-effectiveness.

- A. Complete the attached budget sheets. Remember to provide backup pages indicating how the amounts presented were calculated. Explain all costs.
- B. Describe the organization's proposed method of tracking expenditures in multiple funding streams 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 funding stream expenditures?
- C. Describe the organization's plan for tracking and billing operations expenditures.
- D. Include a cost allocation plan detailing how costs are charged across your organization's funding

sources and grants. If your organization utilizes an indirect rate, please list the rate requested under this proposal, describe how the rate was established, and include a copy of the approval letter from the appropriate cognizant agency. If an organization wishes to use the de minimis allowed in the Uniform Guidance, the rate will be subject to approval by ETCOG.

- E. Cost Reasonableness will be addressed based upon a review of the **Budget Worksheet, Attachment F**, and accompanying budget narrative submitted with this proposal. The amounts budgeted should not exceed what would be incurred by a prudent person conducting the same business under similar circumstances.

Criteria 5: Financial Capability/Responsibility (0-20 pts; minimum 15 pts required for this criteria)

1. Describe the proposed approach to managing CCS budgets and cost allocation on a daily, weekly and monthly basis. Also, describe the proposer's experience in developing and managing budgets from multiple funding sources to obtain organizational goals. Proposer **must** include a plan for internal controls and financial management in accordance with the Uniform Administrative Requirements and TWC Financial Manual for Grants and Contracts.
2. Describe the proposer's experience with federal and state accounting practices and principles.
3. How will the proposer protect at least 10% of funds subject to proposer control (10% of total funds allocated to the Proposer) from loss? What will be the source of funding to cover this requirement? Please provide a list documenting the availability and amount of the funds as referenced in Section VI. Proposal Conditions and Limitations, Proposers must:, bullet 6, p.14).

Note: If Proposer secures a fidelity bond that covers 10% of the total funding amount, then no additional security protection will be required.

4. Describe how the proposer will pay disallowed costs should such costs occur in the course of CCS operations under their management. What are the sources of these repayment funds? Confirm if the proposer will be able to obtain professional liability (errors and omissions) insurance as required for this RFP (Section VI. Proposal Conditions and Limitations, bullet 7, p. 14). Has the proposer ever had to pay back funds to a funding source or the Federal Government? If yes, explain the dollar amount, the reason for disallowance, and what moneys were used to repay.
5. Attach all Board monitoring reports and/or TWC monitoring reports for previous programs operated in Texas for the past three years. If the proposer has not operated in Texas, attach monitoring reports from other states in which the proposer has operated. Describe how any findings were resolved.
6. What is the experience of the proposer in managing federal grant funds? Please specify the name of the grants administered, the number of years (up to the last five years) the proposer received the grant(s), the amount of the grants received and the federal grantor agency. If the proposer received federal funds through contracts with the Federal Government, provide the information requested as applicable to federal grants. If the proposer has never managed federal grant funds specify "no experience" as your response.
7. What is your policy for providing health insurance coverage for newly hired Child Care staff? List any requirements for coverage, including any waiting period before coverage becomes effective.

Managing Director with Employer of Record Organization

Only Managing Director Proposers must respond to the following narrative questions as an addition to responding to all the above criteria questions:

1. Describe the procurement for the Employer of Record Organization (EOR) to include dates, proposals received, and the entity selected.
2. Describe the EOR'S approach to the following functions:
 - a. Benefits management;
 - b. Payroll services;
 - c. Human resources management; and,
 - d. Paid time off.
3. Provide a description of how the Employer of Record Organization's staff will interact with the Managing Director of the workforce center system. Please provide the name of the single point of contact for these services.

NOTE: Managing Director's **must** complete the EOR'S section of the proposal Budget **(Attachment F)**

EVALUATION CRITERIA FOR PROPOSALS

CRITERION TABLE	POINTS
Organizational Capacity/Management & Staffing (Criteria 1) (minimum required: 15 pts.)	20
Program Design (Criteria 2) (minimum required: 15 pts.)	20
Demonstrated Effectiveness (Criteria 3) (minimum required: 15 pts.)	20
Cost Reasonableness (Criteria 4) (minimum required: 15 pts.)	20
Financial Capability/Responsibility (Criteria 5) (minimum required: 15 pts.)	20
TOTAL:	100

REMINDER: A minimum of 75 points with a minimum of 15 points must be achieved for each criterion above for the proposal to be considered for award, with no exceptions. The ratings will be based on the qualifications provided in this proposal by the closing date/time of the RFP.

PROPOSAL REVIEW TERMS

1. Proposal submissions will be reviewed by ETCOG staff to determine if proposal meets program needs and if requested information and required documentation as identified throughout the RFP document has been returned with submitted proposal.
2. As a standard, an evaluation team made up of staff, outside evaluators, committee members, and/or other subject matter experts as deemed necessary to achieve the best possible results will evaluate and score submitted proposals.
3. WSETB committees review evaluation results and make award recommendation(s) to WSETB, who will award the final selection of the successful proposer(s) and will authorize subawards for services.
4. ETCOG reserves the right to contact any source regarding, but not limited to, vendor reputation, product/service quality, work history, and/or past performance to evaluate/award the bid submission(s) that best meet ETCOG program needs, and clients served.
5. The evaluation team's preferred proposal will be presented to governing bodies as a recommendation for award so the governing body(s) may make a final award decision.

Note: Proposal must have original signature of the person having the authority to bind the organization to a contract or it will be rejected for non-compliance.

PROPOSAL AWARD TERMS

1. ETCOG reserves the right to ask questions, request additional information or clarifications, hold individual interviews at any given time throughout the evaluation and negotiation process to determine the proposal which best meets the procurement needs being sought to the best benefit of ETCOG and programs served.
2. ETCOG reserves the right to allow corrections of non-material errors or omissions at ETCOG's sole discretion.
3. Submission of a proposal indicates Proposer's acceptance of the evaluation and award process and is in agreement the evaluation team may make subjective judgments in evaluating the proposals to determine best value to best benefit ETCOG and programs served.
4. ETCOG reserves the right to accept or reject any bid proposal received, as well as, cancel the RFP in its entirety at any time during the bid process, without notice or explanation, which may result due to unforeseen irregularities, low response, or procurement needs not being met by submitted proposals.
5. ETCOG may modify or waive any provisions set forth in this RFP for any reason and all herein mentioned without notice to anyone if deemed in the best interest of ETCOG and programs served.

6. ETCOG reserves the right to negotiate the final terms of any potential contract or service agreement resulting from this RFP to include but not limited to the RFP document, Proposer(s) submitted proposal, and the RFP exhibits and attachments, i.e., 'ETCOG General Terms & Conditions,' and the 'Essential Clauses and Certifications' pages requiring signatures, all acting as binding documents to said contract or service agreement.

ETCOG reserves the right, should contract negotiations fail, to enter negotiations with the next highest ranked Proposer with a proposal considered best to meet program needs and may continue in like manner until successful negotiations have been reached. Furthermore, although ETCOG has the right to negotiate with the next highest-ranked Proposer, it is not required to do so and may re-procure or cancel the RFP at ETCOG's sole discretion.

7. Execution of any resulting contract or service agreement is required prior to processing any payments to the successful Proposer.

Pursuant to protocol to advise of the right to appeal, a protest must be submitted to ETCOG's Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of ETCOG's protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract, and/or actions of ETCOG.

PATENTS or COPYRIGHTS

The proposer agrees to protect ETCOG from claims involving infringement of patent or copyrights, if warranted.

PROPOSER COMPLIANCE

Proposer shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the agreement including, if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. Proposers will be prepared to provide satisfactory proof of compliance if requested.

PROPOSAL AWARD NOTIFICATION

1. It is expected an award will be made on **May 8, 2025** (date subject to change)
2. Upon award notification all Proposers who responded to this RFP will be contacted

CONTRACT PAYMENT

The subaward negotiated as a result of this request for proposals will be cost reimbursement (plus incentive, if a for-profit entity). A cost reimbursement subaward is an agreement format wherein all *allowable* costs detailed in the budget attached to the executed subaward are reimbursed. (*Allowable* means allowable under the TWC Financial Manual for Grants and Contracts and the Uniform Administrative Requirements). The Selected Proposer must maintain documentation that substantiates the expenditures.

The Workforce Solutions East Texas Board allows advance payments in accordance with the Uniform Guidance Administrative Requirements and TWC Financial Manual for Grants and Contracts. Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the entity in carrying out the purpose of the approved subaward. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the subrecipient for direct program costs and the proportionate share of any allowable indirect costs. If the subrecipient chooses not to obtain cash advances, the entity's request for reimbursement will be generally processed within 30 days of receipt. The proposer selected must be able to support all costs of the operation not advanced until they are reimbursed. **NOTE:** Further discussion of how direct costs will be reimbursed and the amount and timing of cash advances will be agreed upon during subaward negotiations.

In the event funding under this award is delayed by TWC, Proposer acknowledges that ETCOG shall not be held liable.

SIGNATURE PAGE

Proposer affirms understanding and acknowledgement of all referenced bid and program requirements contained within the RFP document; Appendix I - ETCOG Terms and Conditions/Conflict of Interest Questionnaire (CIQ) form; Appendix II - Essential Clauses & Certifications; TxDot PTN130 form, Attachments and any Exhibits (if provided) including any Child Care program related documentation, explicit to this bidding procurement. Proposer must return any and all such pages requiring action, signatures, or checkmarks from the RFP document, Appendices, and Attachments with any submitted bid proposal. Proposer further understands and acknowledges making a false statement or a false proclamation of compliance is a material breach and any subsequent award of product/equipment purchase(s), offered services, and/or contract/service agreement are grounds for award cancellation.

SIGNATURE

The undersigned individual hereby certifies and warrants that he/she has been fully authorized to execute this proposal/bid submission on behalf of their firm and to legally bind the firm to all the terms, performances, and provisions as herein set forth.

 Company/Provider Name

 Signature

 Date

 Printed Name and Title of Authorized Representative

 Email

IMPORTANT: Proposer must return this page fully executed and complete with proper signatures and signature dates for current/active RFP or the submitted proposal will be marked 'Rejected/No Bid' due to non-compliance.