Workforce Solutions Greater Dallas is an equal opportunity employer/program.  Auxiliary aids are available upon request, for persons with disabilities. TTY:214-745-1054.  Funding received by the TWC and through the Departments of Labor, Health, Education and Agriculture. 100% of paid costs would be from Federal Funds.  It is not anticipated that non-governmental funds will be involved.

***Request for Proposals (RFP)***

***Texas Rising Star Contracted Slots Pilot Program***

**Tuesday, July 12, 2022**

***About Us***

*Workforce Solutions Greater Dallas (WFSDallas) is a non-profit organization that administers and acts as fiscal agent for programs consolidated at the local level and is responsible and accountable for the management of all workforce development funds made available to the local workforce development area. WFSDallas administers contracts and activities with a budget of approximately $200M annually. WFSDallas is a tax-exempt organization. Please see our WFSDallas website (*[*www.wfsdallas.com*](http://www.wfsdallas.com)*) to learn more about workforce programs, Board of Directors, and other pertinent information.*

***Purpose and Services Solicited***

The Texas Rising Star (TRS) Contracted Slots Pilot Program offers WFSDallas the opportunity to create a new service delivery design outside of our regular annual allocation of child care funds. WFSDallas has identified a planned number of children to be served to support the child care supply needs for WFSDallas. All children referred to contracted slots must receive services for a minimum of 12 months, whether or not they remain in the Pilot Program.

Under Texas Labor Code [§302.0461](https://statutes.capitol.texas.gov/Docs/LA/htm/LA.302.htm#302.0461), WFSDallas may develop contracted slots to expand quality capacity for priority areas such as the following:

* **Infants and toddlers** ***\* priority target population established by the Board***
* Pre-kindergarten partnerships or Head Start/Early Head Start partnerships
* Areas where the number of children younger than six with working parents is three times greater than the licensed child care capacity in the area
* WFSDallas priority such as non-traditional hours of care

For the purposes of this solicitation:

* + An infant is a child between the ages of 0 and 17 months.
  + A toddler is a child between the ages of 18 – 35 months.

Infant/Toddler slots**:** 80% of brain development occurs by age 3. It is critical that infant and toddlers receive the highest quality early education during the first three years of life. Due to the high cost of providing high quality services, many ECE programs elect to not provide services to children under age 3. In Dallas, our capacity is limited in our highest quality programs and to increase the capacity, we must be able to provide contracted slots to stabilize the revenue.

The funding is made possible by the Child Care Development Block Grant (CCDBG) funds that TWC received from the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) (P.L. 116-260). The administration of this funding is subject to the Consolidated Appropriations Act, 2021, and CRRSA, 2021 (P.L. 116-260); CCDBG at 42 USC §9857, et. Seq., as amended and related regulations at 45 CFR Parts 98 and 99; and the current approved CCDF State Plan.

Pilot Program grant funds must be expended by March 31, 2023. Funding is contingent upon availability of funds to the CRRSA to support the program.

The Pilot Program funds must be used to create a new service delivery design to contract with Texas Rising Star 3- and 4-Star child care providers to reserve slots for children participating in the Child Care Subsidy program. All proposers must comply with Workforce Development Letter 19-21 issued September 15, 2021, titled Child Care Provider Contract Agreements, which outlines policies and procedures for the implementation of contracted slots with exceptions noted.

***Administration of This Request for Proposals (RFP)***

The RFP is issued 1:00 p.m. CDT, Tuesday, July 12, 2022, and available to download from the Board’s website: <http://www.wfsdallas.com/doing-business>. If you are unable to download the RFP, please contact: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) or (214) 290-1000.

The package contains all the necessary information and forms to respond to in this Request for Proposals (RFP). A response to this RFP must include all items listed in the section below “**Proposal Submission Information**”.

Proposals must be typed, single space, using a minimum of a 11 font for readability submitted on materials in accordance with instructions in the RFP. Proposals must be officially received by WFSDallas staff to: [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) no later than 12 p.m. CDT on **August 11, 2022**. **Any proposals or amendments received after the August 11, 2022, deadline will not be considered, but will be deemed late and non-responsive to this RFP procurement process**. **Late proposals or amendments will be returned without review**. WFSDallas is not responsible for any technology issues. No faxed proposal will be accepted.

***Bidders’ Conference***

The Bidders’ conference will be held on Thursday, July 21, 2022, at 4:00 p.m. CDT via zoom conference to provide clarification and interpretation of this RFP. To participate in the zoom meeting, please select the link below:   
[ZoomLink](https://us02web.zoom.us/j/89609169711?pwd=ZjMwM1NCUDlORzJwVjM0ZHhrUWdjUT09)

Please submit questions to [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) no later than 12 pm CDT on July 21st. This conference and Q&A offers potential bidders an opportunity to obtain guidance on the scope and nature of the work required in the RFP or to ask technical questions concerning this solicitation. All responses to questions received will be posted on July 22nd by 5:00 p.m. CDT at <https://www.wfsdallas.com/doing-business>.

***Method of Procurement***

The services solicited under this RFP shall be procured under the competitive negotiation method of procurement, via the process as described in the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC), and Board policy. The Board’s intention is to negotiate a contract or contracts with the successful bidder(s). Negotiated contract amounts will be contingent upon funding received and available. The final contract will be subject to any changes in legislation, regulations, rules, or policies promulgated by the funding sources, including the U.S. Department of Labor and the Texas Workforce Commission. General and administrative provisions contained in this RFP will be incorporated into a resulting contract.

***Eligible Bidders***

To be eligible to respond to this RFP, a child care provider must be a Texas Rising Star 3-Star or 4-Star provider and meet at least one of the priorities described in the Purpose and Services Solicited listed above. **Infants and toddlers** are the ***priority target population established by the Board.*** Interested parties will address in the proposal how they will provide an increased supply of quality childcare and education services available for infant and/or toddler age children. All proposals received meeting the minimum qualifications will be evaluated in accordance with the requirements and specifications of the RFP. Small, minority women-owned businesses, and Historically Underutilized Businesses are encouraged to respond to this RFP.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation or the receipt of funds from any federal department or agency are not eligible to respond to this RFP or receive a contract.

***Governing Provisions & Limitations***

1. The main purpose of this RFP is to ensure uniform information in the competitive solicitation of proposals and **procurement of Contracted Slots Pilot Program**. This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind; nor does it commit the Dallas County Local Workforce Development Board, Inc. to pay for costs incurred in the preparation of a response, or any other costs incurred prior to the execution of a formal contract, unless such costs are specifically authorized in writing by the Board.
2. The Board reserves the right to accept or reject any or all proposals received, cancel and/or reissue this RFP in part or its entirety.
3. ***Public Disclosure of Proposal Information*** - this is a negotiated procurement utilizing the request for proposal method, and as such, the selection and award of a contract does not have to be made to the respondent(s) submitting the lowest priced offer, but rather to the respondent(s) submitting the most responsive proposal that satisfies the Board’s requirements and is determined to be in the best interest of the Board.

Workforce Solutions Greater Dallas is a State of Texas appointed Local Workforce Development Board. Proposals submitted will not be returned and are subject to the Texas Public Information Act located in Chapter 552 of the Texas Government Code (the “PIA”) and may be disclosed to the public upon request. Subject to the PIA, proposers may protect trade secret, proprietary and confidential information from public release. If a proposer does not desire proprietary or confidential information in its proposal to be disclosed, proposer is required to identify all proprietary or confidential information in its proposal. This identification must be done by individually marking each page with the words "Confidential Information" on which such proprietary or confidential information is found. If the proposer fails to identify confidential information, proposer agrees that, by submission of its proposal, those sections shall be deemed non-confidential and made available in response to any public request.

Proposers are advised that Workforce Solutions Greater Dallas, to the extent permitted by law, will protect the confidentiality of submitted proposals. However, proposers shall consider the implications of the PIA, particularly after the request for proposals process has ceased and the contract award has occurred. While provisions in the PIA may apply to protect confidential information, proposers are further advised that a determination on whether those standards have been met will not be made by Workforce Solutions Greater Dallas but must be decided by the Office of the Attorney General of the State of Texas. In the event a request for public information is made, Workforce Solutions Greater Dallas will notify the proposer and the proposer may then request an opinion from the Attorney General pursuant to Section 552.305 of the Texas Government Code. Workforce Solutions Greater Dallas will not make a request for an opinion from the Texas Attorney General. Copyrighted proposals are unacceptable and are subject to disqualification as non-responsive.

1. The Board reserves the right to correct any error(s), omission(s) and/or make changes to this solicitation as it deems necessary.
2. The Board reserves the right to negotiate the final terms of all contracts or agreements with bidders selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of the Board's local plan and impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract.
3. **All Board Directors, officers, and staff of the Board are precluded from entertaining questions concerning the proposal or this procurement process outside the confines of the Bidders' Conference. Potential bidders, bidders and contractors are asked to respect these conditions by not making personal requests for assistance. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this RFP may have any contact outside of the formal review process with any employee of WFSDallas, or any member of the Board of Directors for purposes of discussing or lobbying on behalf of bidder’s proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. WFSDallas will reject proposals of those bidders who violate this condition.**
4. The Board reserves the right to contact any individual, agency employer, or grantees listed in a proposal, and 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 all bidders.
5. The Board or its designee will conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to, or after, the award of a contract or agreement. Misrepresentation of the bidder's ability to perform as stated in the proposal(s) may result in cancellation of any contract or agreement awarded.
6. The Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other specific funding source.
7. **Bidders shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any** officer, member, employee of the Board, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
8. **No** **Board Director, officer, or employee of the Board shall participate in the selection, award or administration of a contract supported by Board funds if a conflict of interest, real or apparent, would be involved**.
9. **Bidders shall not engage in any activity which will restrict or eliminate competition.** Violation of this provision may cause a bidder to be disqualified. This does not preclude joint ventures or subcontracts.
10. All proposals submitted must be an original work product of the bidder. The copying, paraphrasing or otherwise using of substantial portions of the work product of others and submitted hereunder as original work of the bidder is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.

N. The contents of a successful proposal may become a contractual obligation and be incorporated by reference if selected for award of a contract. Bidders must intend to fulfill all the representations made in this proposal. Failure of the bidder to accept this obligation may result in cancellation of the award. **No plea of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/cost.** Any damages accruing to the Board as a result of the bidder's failure to contract may be recovered from the bidder.

1. A contract/agreement with the selected provider may be withheld, at the Board's sole discretion. If issues of contract or regulatory compliance, or questioned/disallowed costs exist, a contract may be withheld until such issues are satisfactorily resolved. Award of contract may be withdrawn if resolution is not satisfactory to the Board.
2. Subcontracting, while not encouraged, may be appropriate where an outside subcontractor provides specialized expertise or technical resources not otherwise available to the proposing organization. However, any subcontractors must be specified in the proposal narrative, selection must be consistent with Board standards for competitive procurement, and all costs in compliance with applicable cost principles of the specific funding source. All contract provisions and federal, state, or Board standards that apply to Contractors must be followed by all subcontractors.
3. All contractors/vendors shall be in accordance with Texas Administrative Code, Title 40, Part 20, Chapter 802 by: maintaining fiscal integrity; maintaining appropriate insurance requirements; comply with all federal, state, and regulations regarding conflict of interest; refrain from using nonpublic information gained through a relationship with the Commission, TWC employee, Board or Board employee to seek or obtain financial gains that would result in a conflict of interest or appearance of a conflict of interest; promptly disclose in writing any conflict of interest; not employ/compensate a former board employee who was in a decision making position and was employed or compensated by the Board anytime during the last twelve (12) months.

***Selection Process***

Selection shall be in accordance with the principles stated in the Board's plan and State plans, as well as other applicable laws, regulations, and policy issuances from Federal, State, and Local entities. The selection and award of a contract(s) shall be made only to “responsible contractors” who have the demonstrated competence and qualifications, including: a satisfactory record of past performance, contractor integrity and business ethics; fiscal accountability; financial and technical resources, established management and monitoring systems; ability to meet the requirements of this RFP, the laws, and regulations of specific funding sources; and the Board’s plan.

1. A consideration in selecting vendors to deliver services shall be the demonstrated performance of the agency or organization in delivering comparable or related services. Performance in this or similar activities shall be considered when awarding points for demonstrated performance. Other performance with this Board will be considered in evaluation of proposals received in response to this RFP.
2. Funds provided under this RFP **shall not be used to duplicate facilities or services available** in the area (with or without reimbursement) from the Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local workforce development area’s performance goals.
3. The proposal review process will include evaluation, rating, and ranking of proposals by professional staff or qualified outside evaluators using the general criteria specified below. The proposal review process will also include review, approval to negotiate and selection for award of contract by the Board of Directors.
4. The selection shall be made on a competitive basis to the extent practicable, and shall include:

* Determination of the contractor’s ability to provide services established by the Board.
* Documentation of compliance with procurement standards established by the TWC presented in the chapter 14 of the Financial Manual for Grants and Contract (FMGC), including the reasons for selection.

1. Award shall be made only to "Responsible Contractors" who have demonstrated competence and qualifications, including: a satisfactory record of past performance, contractor integrity and business ethics; fiscal accountability; financial, technical resources, established management and monitoring systems and the ability to meet requirements of this RFP, the laws and regulations of the specific funding source(s), and the Board's Annual Plans.
2. Contractors not complying with Section 504 of the Rehabilitation Act of 1973 and the Federal Drug-Free Workplace Act of 1988, and those not prepared to comply with the Americans with Disabilities Act shall not be awarded a contract.
3. The successful contractor will be required to maintain automated and/or paper records of customer activity, financial management, property, procurement, plans, policies, procedures, internal and external evaluations, and performance for a period of three (3) years after acceptance of the Board closeout by TWC. In the event, the contract is not renewed or is terminated; the current contractor agrees to provide any and/or all the identified records to the Board.
4. We will make an effort to utilize small, minority and female-owned or operated businesses, as vendors, and to allow such organizations maximum feasible opportunity to compete for award.
5. The Board reserves the right to accept, or reject any or all Proposals received, or to cancel in part or its entirety this Request for Proposals.
6. No contract/purchase agreement may be awarded until the bidder has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the Vendor, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
7. Bidders shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board, for the purpose of or having an influencing effect toward their own proposal or any other proposal submitted hereunder.
8. Bidders shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts.
9. Prior to award of any contract/purchase agreement, a Bidder must sign a “Certification Regarding Conflict of Interest” stating adherence to the Board policy regarding free and open competition and conflicts of interest.
10. Board reserves the right to deem a proposal non-responsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFP.

***Proposal Evaluation Process***

WFSDallas assigns professional staff or qualified outside evaluators to read and evaluate each proposal. Parts of the scoring are scored independently by each reader; the final scores for those parts will be the average of the independent scores of all readers. All references are validated, and scores included in the evaluation process. WFSDallas may interview top scoring bidders before selecting a bidder for award of contract. For the final decision, WFSDallas reserves the right to depart from the strict ranking by evaluation scores, whenever it deems such departure will better serve the best interests of the WFSDallas and its constituents. A proposal must achieve an overall score of at least 70 points to be considered for selection. WFSDallas reserves the right to make multiple awards with more than one provider, as a result of this procurement. All proposals will be evaluated based on the criteria below:

**Demonstrative Experience/Qualifications 30**

* + Program experience
  + History serving infant and toddler children
  + Licenses, accreditations and TRS history

**Demonstrative Ability to Meet the Needs of the Services in this RFP 60**

* Comparable Project Experience
* Program Description
* Curriculum and Learning
* Staffing
* Family Engagement Approach
* Resource Utilization
* Classroom Capacity Building
* Financial Stability

**Costs 10**

* Requested number of slots and approximate funding needed to add the slots

**Total 100**

***Proposer Inquiry and Appeal Process***

The Dallas County Local Workforce Development Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process, and has established the following process for handling appeals of any procurement decisions:

**Step1**. **Request for Debriefing** -- Bidders not selected by this procurement process may appeal the decision by submitting, within 10 days of the receipt of Board 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 Board shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled briefing. The briefing shall be scheduled, as soon as possible, and no later than 10 days from the receipt of the Request for Debriefing. (NOTE: The Board extends the courtesy of offering a briefing to any bidder who is not selected for funding; the 10-day time frame must be adhered to only if a bidder is considering an appeal.)

**Step2. Debriefing** -- The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful bidders understand why they were not selected. Debriefings serve an important educational function for new proposers, which hopefully, will help them to improve the quality of any future proposals. Materials provided in the debriefing include a blank copy of the proposal scoring sheet used by readers, spread sheet of rankings provided to the Board of Directors, and a summary of proposal scores. (Bidders who are selected for contract negotiations are offered similar feedback during contract negotiations.) Board staff will meet with the appealing party and review (a) the proposal evaluation process or the criteria for selection of sealed bids under RFPs or IFBs, and (b) how the appealing party's proposal or bid was scored or ranked. Bidders can gain a better understanding of the procurement process and how to improve their bids or proposals, while staff gets direct feedback to help improve future procurements.

**Step3. Written Notice of Appeal** -- If, after the debriefing, the appealing party wishes to continue with the appeals process they must submit to the Board a Notice of Appeal. This written notice must clearly state that it is an appeal and identify (a) the funding decision being appealed (i.e., specific date of RFP or IFB, or the Board action); (b) the name, address, phone, and fax number (if available) of the appealing party(ies); and (c) the grounds of the appeal. The Board President must receive the Notice of Appeal within 15 days of the date of the appealing party's debriefing, in Step 2, above. The Notice of Appeal should be emailed to [procurement@wfsdallas.com](mailto:procurement@wfsdallas.com) In the event a bidder must use mail or delivery service, please address to:

Procurement Appeal

Dallas County Local Workforce Development Board, Inc.

Ross Tower

500 N. Akard Street, Suite 3030

Dallas, Texas 75201

Written acknowledgment of receipt of the Notice of Appeal will be provided to the appealing party within five (5) working days of receipt of the Notice of Appeal. Such acknowledgment will include specific instructions for completing the appeals process and the date, time and place of the next step, **The Informal Hearing.**

**Step4. Informal Hearing –** Due to COVID19, an **Informal Hearing** will be held virtually **within 10 days of receipt of the Notice of Appeal.** The Hearings Officer will meet with the appealing party to discuss their concerns and the specific grounds of the appeal. The Hearings Officer may recommend to the Board President any appropriate actions, allowable under applicable rules and regulations and consistent with agency procurement policies, to resolve issues raised at the Informal Hearing. If the appealing party agrees, the appeal may be ended at this point.

**Step5. Request for Formal Hearing --** The appealing party, if not satisfied with the results of the Informal Hearing, must inform the Hearings Officer, in writing, no later than five (5) working days from the date of the Informal Hearing of the intent to proceed with the appeal. Within ten (10) days of receipt of this written request, the Hearings Officer will respond, in writing, to inform the appealing party of the time, date, and place of Step 6, the Formal Hearing.

**Step6. Formal Hearing --** The Formal Hearing shall be conducted within fifteen (15) days of the date of the Request for Formal Hearing. An independent hearing officer will conduct the Formal Hearing of the appeal. This hearing officer will consider the facts presented as grounds for the appeal and remedies requested. The hearing officer and staff or the appealing party may request additional information. After full review, the hearing officer will, at the next Board meeting, make its recommendation to the Board for final determination.

**Step7. The Board Decision --** The Board will render a decision no later than 60 days from the date of the Written Notice of Appeal. The Board decision shall be the final decision and end the appeals process at the local level.

In all instances, information regarding the protest/dispute will be disclosed to TWC. TWC Financial Manual for Grants and Contracts, Chapter 14, provides for limited appeals of any Board decisions:

"The Commission shall accept no protest or dispute appeal until all administrative remedies at the contractor level have been exhausted. Commission appeal review is limited to:

* Violations of federal law and regulations, and procurement standards established by federal regulations,
* Violations of State or local law shall be under the jurisdiction of State or local authorities, and
* Violations of Board's protest/dispute procedures or failure to review a protest or dispute shall be referred to such authority as may have proper jurisdiction."

**INSTRUCTIONS FOR SUBMITTING A PROPOSAL**

PROPOSAL SUBMISSION - Proposals must be submitted according to the instructions regarding the response deadline of this RFP. Complete the text boxes below with your RFP response. All documents submitted must be complete and fully assembled. This RFP is on website: [www.wfsdallas.com](http://www.wfsdallas.com). **Regulations do not permit evaluation or consideration of proposals which are submitted after the RFP deadline**. Proposals must be typed, single spaced, using a minimum of a 11 font for readability. Emphasis must be placed on addressing all the requirements and specifications of this RFP in a clear and concise manner. Any proposal lacking the required items/materials will be deemed non-responsive and may not be considered for review under this procurement. Any modifications or amendments to a proposal already submitted must also comply with the submittal instructions and response deadline. Any proposals or amendments delivered/received after the deadline will not be considered but will be deemed late and non-responsive to this RFP and procurement process. WFSDallas is not responsible for technology issues in the submittal of proposal.

**Note:** Proposals are subject to the Texas Public Information Act, Government Code, Chapter 552, and may be disclosed upon request. Proprietary information will be kept confidential by Workforce Solutions to the extent permitted by State law. Offerors are reminded to identify and clearly mark all information in their proposal considered to be confidential, privileged, or proprietary (each applicable page must be clearly marked/labeled).

**Sequence of Submission**

The proposal must be submitted with all required documents and in the following order:

* + - Bidder Information
    - Executive Summary
    - Proposal Narrative
    - Costs

**Bidder Information Sheet**

Identify a liaison or primary contact person for the proposal, as well as the Signatory Authority (i.e., person who has the legal authority to negotiate and execute a contract on behalf of the proposing entity). This is also the person who must sign the required Certification forms included as part of this RFP. Proposers who are certified as a Historically Underutilized Businesses (HUBs) must provide the certification number on the Proposal Cover Sheet and attach a copy of the current notice of certification.

**Executive Summary**

Provide a brief (not to exceed 1 page) executive summary highlighting your organization’s history; qualifications and competence; demonstrated performance; overall approach to providing the requested services solicited in this RFP; expected outcomes (goals and objectives); and any unique or innovative aspects of your service delivery.

**Proposal Narrative**

The proposal should provide a complete description of services described/requested in this RFP in narrative form according to these instructions. Narrative responses for each item should be clear, concise, and relevant. Be sure to include all required attachments. If selected and approved for the award of a contract, this section will be used as the basis for the Statement of Work in an executed contract.

**Costs**

The proposal should include the number of slots and approximate funding needed to add the slots. The provider’s CCA calculated reimbursement rate should be used when submitting the payment rate per the costs description item listed in the chart. All other allowable costs proposed for items needed to add the slots must be outlined and detailed with the associated cost for consideration.

**PROPOSAL SUBMISSION INFORMATION**

**RFP Contracted Slots Pilot Program**

**BIDDER INFORMATION**

|  |  |
| --- | --- |
| Organization Name submitting the Proposal |  |
| Head of Organization |  |
| Mailing Address |  |
| Physical Address (if different) |  |
| Name and Title of Representative Completing Proposal | Name       Title of Representative |
| E-mail Address of Representative |  |
| Telephone Number of Representative |  |
| Name & Title of Designated Contact for Organization | Name       Title of Representative |
| E-Mail of Designated Contact |  |
| Telephone Number of the Designated Contact |  |
| Type of Organization | Date Established |
| Federal EIN Texas |  |
| Small Business | Yes  No |
| State Comptroller ID # |  |
| Certified as a historically underutilized business  If proposer is certified as a historically underutilized business, provide a copy of certification notice as attachment. | Yes  No |
| Certifying Agency |  |
| Budget Amount |  |

**PROVIDER INFORMATION REQUIRED**

|  |  |
| --- | --- |
| Provider Name |  |
| Contact Person |  |
| Title |  |
| License Number |  |
| Operation Type | Licensed Center  Licensed Home  Registered Home |
| Days of Operation | Monday  Tuesday  Wednesday  Thursday  Friday  Saturday |
| Hours of Operation | AM to       PM |
| Current Capacity |  |
| Infant Capacity |  |
| Toddler Capacity |  |
| Current Enrollment |  |
| Infant Enrollment |  |
| Toddler Enrollment |  |
| Current Number of Staff |  |
| Infant Staff |  |
| Toddler Staff |  |

**MINIMUM QUALIFICATIONS**

|  |  |
| --- | --- |
| Regular Certification of Compliance Issued by Child Care Regulation? | Yes  No |
| TRS Star Level | 3-Star  4-Star |
| Currently on TRS Probation or SIA? | Yes  No |
| Current CCA Agreement | Yes  No |
| County | Dallas |
| Licensed to Serve Infants | Yes  No |
| Licensed to Serve Toddlers | Yes  No |

**SLOTS**

|  |  |  |  |
| --- | --- | --- | --- |
| Age  Group | Type | Number of Contracted  Slots Requested | Approximate Funding  Needed to Add the Slots |
| Infant | New Classroom(s)  Adding to existing classroom(s) |  |  |
| Toddler | New Classroom(s)  Adding to existing classroom(s) |  |  |
| Total | |  |  |

***A minimum of five (5) total slots should be requested.***

Funding needed to add the slots should include the approximate cost to opening or adding to the classroom in terms of furniture, materials, supplies, etc. Cost cannot include construction or permanent changes to the building. Do not include staffing cost here.

**COSTS**

|  |  |  |
| --- | --- | --- |
| Item No. | Item Description | Costs |
| 1 | Childcare Services for Infant Full-Time | $      /per day |
| 2 | Childcare Services for Infant Part-Time | $      /per day |
| 3 | Childcare Services for Toddler Full-Time | $      /per day |
| 4 | Childcare Services for Toddler Part-Time | $      /per day |

The provider’s CCA calculated reimbursement rate should be used when submitting the payment rate. Providers who need a copy of their reimbursement rates should reach out to their assigned Provider Services Representative.

As a reminder, the CCA calculated reimbursement rate is the WFSDallas maximum reimbursement rate or Provider’s published rate, whichever is lower. WFSDallas establishes maximum reimbursement rates for childcare in accordance with federal and state laws and regulations and program state plans.

Proposals to expand quality capacity for other priority areas besides infant and toddler listed under the Purpose and Services Solicited must include associated detailed costs.

**Executive Summary**

Provide a brief (not to exceed 1 page) executive summary highlighting your organization’s history; qualifications and competence; demonstrated performance; overall approach to providing the requested services solicited in this RFP; expected outcomes (goals and objectives); and any unique or innovative aspects of your service delivery.

**PROPOSAL NARRATIVE**

* + 1. Describe the program’s history of serving infant and/or toddler children and any other past or current participation in infant and/or toddler quality initiatives, or other priority areas if applicable.
       1. Describe your program instruction, licenses, accreditations and TRS history.
       2. Describe high-quality and how your program ensures all children are offered a high-quality experience.
       3. Describe your current outreach and recruitment strategies. How do you recruit to fill available slots?
       4. Describe your previous and current enrollment trends for infant and/or toddler age group, or other priority areas if applicable. What is your greatest challenge in filling available slots?
    2. Describe in detail the Curriculum and Learning standards for engagement with infant and/or toddlers or other priority areas if applicable, and family.
       1. Describe the programs’ curriculum model.
       2. Describe the ways in which the Early Learning Standards will be used.
       3. Describe the program’s approach to engaging infants and/or toddlers in learning experiences that will focus on the unique developmental needs of this age group, or other priority areas if applicable.
    3. Describe how you will staff classrooms with teachers and assistant teachers who are qualified and trained to provide high-quality learning experiences for infants and toddlers, or other priority areas if applicable.
       1. Do you currently have staff to fill these positions and/or a plan to recruit staff? If YES, list the staff along with their current level of qualifications of both lead and assistant teachers. If NO, explain plans for recruiting staff.
       2. Describe staff training plan and professional development.
    4. Describe the program’s family engagement approach. Explain connections and area of Partnership for Learning Standards.

* + 1. Describe the resources utilized by the provider or staff. Please also complete the included Resource Chart.

|  |  |  |
| --- | --- | --- |
| Resource | Number of Staff | Staff Names |
| TEACH Grant |  |  |
| Infant Toddler Specialist Network (ITSN) |  |  |
| Texas Workforce Registry |  |  |
| Texas Child Care Availability Portal |  |  |
| Other Resources |  |  |

* + 1. Describe the providers’ capacity building methods.
       1. Will the program open new infant, toddler, or mixed aged classrooms/space to implement this initiative? Explain.
       2. Describe the program’s approach to assure continuity of care. How will classrooms be structured to assure children build positive and long-term relationships with their caregivers and with other children?
    2. Describe the providers’ financial stability.
       1. In the past 12 months, how many children have un-enrolled from the classroom(s) (not counting expected transitions)?
       2. In the last month, how many children enrolled in this classroom(s) have gone unpaid?
       3. What is your approximate cost per child for this classroom(s)?
       4. What is your average vacancy rate for this classroom(s)?
    3. Provider the number of slots requested, and approximate funding needed to add the slots. The provider’s CCA calculated reimbursement rate should be used when submitting the payment rate. The CCS calculated reimbursement rate is the WFSDallas maximum reimbursement rate or Providers published rate, whichever is lower.

|  |  |  |
| --- | --- | --- |
| Item  No. | Item Description | Price |
| 1 | Childcare Services for Infant Full-Time | $       /per day |
| 2 | Childcare Services for Infant Part-Time | $       /per day |
| 3 | Childcare Services for Toddler Full-Time | $       /per day |
| 4 | Childcare Services for Toddler Part-Time | $       /per day |

* + 1. Proposals to expand quality capacity for other priority areas besides infant and toddler listed under the Purpose and Services Solicited must include associated detailed costs such as rate per day for the number of slots requested, if applicable.

* + 1. Indicate the approximate amount of funding you would need to add the slots. This amount can include furniture, materials, and supplies. Unallowable expenses would include construction or permanent changes to the building, administrative, or staff costs.

**SCOPE OF WORK**

**Services**

The Workforce Solutions Greater Dallas (WFSDallas) is seeking proposals from experienced Offerors` to provide high-quality childcare services for the Texas Rising Star (TRS) Contracted Slots Pilot Program. Interested parties will address in the proposal how they will provide an increased supply of quality childcare and education services available for infant and/or toddler age children.

The Contractor(s) will perform "as-needed" services upon request by WFSDallas in accordance with the Statement of Work, provisions of this contract agreement and its attachments found herein, and all applicable law and WFSDallas policies and procedures. Allowable outreach and promotional materials for WFSDallas funded programs have been defined by [TWC Notice WD 17-10 in accordance with FMGC](https://www.twc.texas.gov/files/policy_letters/wd-17-10-twc.pdf).

For the purposes of this solicitation:

* + An infant is a child between the ages of 0 and 17 months.
  + A toddler is a child between the ages of 18 – 35 months.

Contracts initiated under this proposal will be for twelve (12) months, with the option of renewals or extensions in any combination of years or months, at WFSDallas’ discretion, provided that the total contract period does not exceed three (3) years. In considering such renewal, WFSDallas will consider performance and progress toward expected outcomes, as well as other factors.

Unless otherwise notified, the childcare provider may apply for future contracted slots opportunities following the expiration or termination of this contract. The expiration or termination of this contract will not affect the childcare provider’s subsidy agreement or referrals for children with certificate-based subsidies.

WFSDallas will reimburse the childcare provider after services are rendered and will issue a separate payment for vacant reserved slots on the same schedule.

WFSDallas reserves the right to award multiple contracts as a result of this RFP solicitation.

Program History

WFSDallas applied for a grant through the Texas Workforce Commission (TWC) to create a new service delivery design to contract with Texas Rising Star 3- and 4-Star childcare providers to reserve slots for children participating in the Child Care Services subsidy program. WFSDallas was awarded a grant in the amount of $450,000 to provide contracted slots for infants and/or toddlers to build the infant and toddler slot availability in Dallas County.

WFSDallas is interested in funding programs with a strong history of offering high-quality infant and/or toddler services. As such, proposals should respond with details about currently operating infant and/or toddler programs that show commitment to quality.

**Minimum Qualifications**

The respondents to this RFP must have the following minimum qualifications. WFSDallas reserves the right to reject proposals which fail to include this information with the Offerors proposal submission.

To meet eligibility for the TRS Contracted Slots Pilot Program and be considered for funding, the Applicant /Provider Qualifications must complete the checklist below and/or provide evidence of meeting the minimum qualifications with their proposal submission:

* Hold a regular certification of compliance issued by Child Care Regulation.
* Be in good standing with TRS and hold at minimum a 3 STAR designation.
* Have a current Child Care Assistance (CCA) Memorandum of Understanding (MOU) in Dallas County.
* Be located within Dallas County, WFSDallas local development area.
* Licensed to serve infants and/or toddlers at the applying program.

Verifications will occur. ONLY proposals in which ALL information is verified will be considered for funding.

**Statement of Work**

Program Description

To meet eligibility for the TRS Contracted Slots Pilot Program and be considered for funding, the Applicant/Provider Qualifications must describe:

* + Program Description and History Serving Infant and Toddler Children
  + Curriculum and Learning Standards
  + Staffing
  + Family Engagement
  + Resource Utilization
  + Classroom Capacity Building
  + Financial Stability

Number of Slots Requested

Provide the total number of full time slots being requested. The number of slots being requested should be at least five (5). The unit of service for direct childcare services is a full or part day enrollment. A child is enrolled to attend for a specified schedule, based on the needs of the parent and the duration of care offered by the Provider and selected by the parent. Full time slots are considered scheduled care of 6-12 hours in a 24-hour day.

WFSDallas has allocated funding to provide additional assistance with opening a new classroom or adding slots to an existing classroom. On the chart provided in the RFP, please indicate what the approximate amount of funding you would need to add the slots. This funding can include furniture, materials, and supplies. Unallowable expenses would include construction or permanent changes to the building, administrative, or staff costs. The amount of funding requested will be considered when evaluating proposals.

Please note that the funding for furniture, materials, and supplies is not guaranteed and will be negotiated upon final selection for contract.

Payment Rate

The provider’s CCA calculated reimbursement rate should be used when submitting the payment rate. Providers who need a copy of their reimbursement rates should reach out to their assigned Provider Services Representative. As a reminder, the CCA calculated reimbursement rate is the WFSDallas maximum reimbursement rate or Providers published rate, whichever is lower. WFSDallas establishes maximum reimbursement rates for childcare in accordance with federal and state laws and regulations and program state plans.

Requirements

Awardees will complete a Pre-Contract Provider Survey for each classroom when the contract is initiated. Annually, awardees will complete a six-month and Annual Contracted Slots Provider Survey.

Awardees will submit proof of service for each child contracted through WFSDallas utilizing an approved attendance form to report child attendance and/or absences.

The provider may not transfer a child from a certificate subsidy slot to a contracted slot without explicit permission from WFSDallas.

Awardee must notify WFSDallas with 30 days prior notice if a child referred to a contracted slot is scheduled transition to another classroom because of the child’s age group. Awardee must notify WFSDallas immediately if a child referred to a contracted slot has left or plans to leave the provider for any reason.

Schedule

Services performed under this contract shall begin upon the effective date of the contract and shall be performed and completed within the specified time unless an extension of time is agreed to by WFSDallas. Standard work hours would be those defined on the Child Care Regulations website and operation details found on the Department of Family and Protective Services website.

**Authorized Signature**

***Certification of Bidder***

I certify that the information contained in this proposal, and any attachments are true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee of the Board, director or agent of the Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP, and that this organization will comply with Board policies and other applicable local, state, and federal regulations and directives governing this procurement process. I also certify that I have read and understand and will comply with the RFP terms; and furthermore, that I am authorized to sign this bid and submit it to the Dallas County Local Workforce Development Board, Inc. on behalf of my organization by authority of its governing body or owners. I authorize the Board to verify references and applicable data to conduct background checks, as necessary.

***Certification Regarding Debarment, Suspension, Ineligibility,***

***& Voluntary Exclusion Lower Tier Covered Transactions***

I have also reviewed and certify that my organization has not been debarred in accordance with Federal Regulations, implementing [Executive Order 12549](https://www.archives.gov/federal-register/codification/executive-order/12549.html), Government-wide Debarment and Suspension, for the Department of Agriculture (2 C.F.R. Part 417), Department of Labor (2 C.F.R. Part 2998), Department of Education (2 C.F.R. Part 3485), and the Department of Health and Human Services (2 C.F.R. Part 376). I certify that neither my organization nor its principals:

1. The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participant shall attach an explanation to this proposal;
2. Have, within a three-year period preceding this bid, 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 grant award under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses;
4. Have had, within a three-year period preceding this bid, one or more public transactions terminated for cause or default,
5. Barred from participating in State contracts pursuant to Texas Government Code § 2155.077, as implemented by 34 TAC §§ 20.105 – 20.107; <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>; and
6. Barred from federal level using the U.S. General Service Administration’s System for Award Management (SAM) Exclusion Search Web Service (formerly the Excluded Parties List System or EPLS) accessible at <http://sam.gov>.

***Certification of Drug-Free Workplace Requirements***

*I certify that:*

A. The grantee 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 work place and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an ongoing 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 to be engaged in the performance of the grant 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 this statement;

(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 calendar days after such conviction.

(e) Notifying the agency in writing, within ten 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 every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. 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 employee 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:

Check *[*       *]* if there are workplaces on file that are not identified here. Not applicable.

Place of Performance:

***Certification Regarding Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreement***

I certify that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, or an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant local, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have 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 the Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL. "Disclosure Form to Report Lobbying" in accordance with its instructions.

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

***Certification Regarding Conflict of Interest***

I certify that:

(1) no manager, employee or paid consultant of the Proposer is a Director of the Board, the President, or a manager of the Board;

(2) no manager or paid consultant of the Proposer is a spouse to a Director of the Board, the President, or a manager of the Board;

(3) no Director of the Board, the President or an employee of the Board owns or controls more than a 10 percent interest in the Proposer;

(4) no spouse of a Director of the Board, President or manager of the Board is a manager, employee, or paid consultant of the Proposer;

(5) no Director of the Board, President, or employee of the 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.

1. should Proposer fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Proposer shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Board and shall immediately refund to the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.
2. Proposer shall comply with the standards of conduct stated in the Assurances and Certifications, Section 11 Conflict of Interest and be in accordance with Texas Administrative Code, Title 40, Part 20, Chapter 802above and with the conflict-of-interest provisions in OMB UG, UGMS, FMGC, and at 40 TAC §§ 802.21(c)-(d) and 802.41, regarding any contracts awarded under this RFP.

***Non-Discrimination and Equal Opportunity Certification***

I certify that this organization will comply with applicable Non-Discrimination and Equal Opportunity provisions set forth in Board policies and other regulations at the local, state, and federal levels of governments. I will submit a copy of this organization’s Non-Discrimination and Equal Opportunity policy with the proposal.

***Texas Corporate Franchise Tax Certification***

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. I certify that the corporation entering this contract is current in its franchise taxes.

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

*Indicate the certification that applies to your corporation:*

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

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

      Not applicable – bidder is not a corporation.

**Typed Name and Title of Authorized Organization Signatory**

***I certify that the information provided is accurate and true representation of the proposed services inclusive of costs. All forms submitted are considered a final bid.***

**SUBMISSION AUTHORIZATION**

Authorized Signatory Name       Title

Date signed:

Email Address:

Contact number:

***Organization Authorized Signature***:

