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# REQUEST FOR qualifications

**Texas rising star assessor services**

**ISSUE DATE**: OCTOBER 18, 2022, 1:00 P.M., CDT

**MULTIPLE RESPONSE DEADLINE(S)**:

Thursday, November 10, 2022, (Noon) 12:00 P.M., CST

Thursday, December 8, 2022, (Noon) 12:00 P.M., CST

Ross Towers, 500 N. Akard Street, Suite 3030, Dallas, Texas 75201, 214-290-1000, [www.wfsdallas.com](http://www.wfsdallas.com)



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

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**Introduction**

The workforce development system in Dallas County is governed and managed by the Dallas County Local Workforce Development Board, Inc. d.b.a. Workforce Solutions Greater Dallas (WFSDallas), acting on behalf of the county’s citizens and employers. WFSDallas is a 501(c)(3), a not-for-profit corporation in the State of Texas. WFSDallas is led by a volunteer Board of twenty-five Directors as mandated by State and Federal law and appointed by the Dallas County Judge and the City of Dallas Mayor. Board Directors represent a partnership of private employers, organized labor, non-profit organizations, and public entities. WFSDallas 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. Grants are received from the Texas Workforce Commission and may include state funds, and federal funds from the U. S. Departments of Labor, Health and Human Services, and Agriculture. Please see the Board’s website for additional information on the workforce programs and locations of the local workforce centers within Dallas County ([www.wfsdallas.com](http://www.wfsdallas.com)).

**Purpose of Request for QUALIFICATIONS (RFQ)**

The purpose of this RFQ is to solicit additional qualified professionals to provide assessor services to current Texas Rising Star (TRS) programs and to early learning programs seeking TRS certification in the workforce board areas below. **Current approved assessors are not required to re-submit qualifications under this Request for Qualifications**.

* Workforce Solutions Greater Dallas (WFSDallas) - Dallas County;
* Workforce Solutions for Tarrant County (WSTC) – Tarrant County; and
* Workforce Solutions for North Central Texas (WSNCT) – Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and Wise Counties.

**Respondents to this RFQ must be willing to serve all 16 counties listed above. Failure to comply may result in removal from vendors list, if selected.**

WFSDallas, WSTC and WSNCT are responsible for the development and delivery of child care quality improvement within our respective counties*. \*See regions 4, 5, & 6 on map below.*



The Texas Rising Star (TRS) program is a Texas Workforce Commission accreditation program that is administered by each Board at the local level. The Texas Rising Star program is a required process for early learning programs who contract with a Workforce Development Board Area(s) to accept families who participate in the Child Care Services scholarship program. The TRS evaluation will consist of a standard set of criteria that exceeds the minimum standards required by child care licensing and focus on 4 categories: director and staff qualifications and training; teacher-child interactions; program administration; and indoor/outdoor learning environment. Early learning programs who become certified as a Texas Rising Star are evaluated annually to ensure they continue to meet TRS standards. The TRS certification system offers three certification levels (2-star, 3-star, and 4-star) to encourage programs to attain progressively higher certification requirements. Each star reflects a higher level of quality that has been achieved by the program. A Four-Star program has met the highest quality standards for this certification. TRS certification is available for licensed child care center, licensed child care home, and registered child care home programs who meet the certification criteria. More information on the TRS program and criteria can be found at [www.texasrisingstar.org](http://www.texasrisingstar.org).

**Services Solicited in this RFQ**

This Request for Qualifications (RFQ) provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information corresponding to this RFQ. Services solicited in this RFQ for Texas Rising Star Assessor Services are to ensure that current TRS programs have met State requirements to remain at the current TRS level or to attain a higher level of TRS certification, and that non TRS programs have met State requirements to attain a TRS certification in WFSDallas, WSTC and/or the WSNCT Counties. The Texas Rising Star Assessor will be responsible for performing effective assessments for the current Texas Rising Star programs and potential programs interested in the Texas Rising Star program within all 16 counties. The Assessor will be responsible for coordinating and implementing TRS assessment related activities, including:

* Conducting scheduled and un-announced TRS program assessments (or re-certifications) within the required timeframe(s);
* Conducting observations in support of completing a TRS program assessment process provided in Texas Rising Star Early Learning Program Certification Guidelines <https://texasrisingstar.org/about-trs/trs-guidelines/>;
* Submitting written detailed reports summarizing findings and justification for assessment scores;
* Coordinating TRS schedules and maintaining contact with each Board’s contact person regarding work load and required expectations of the Assessor;
* Completing the Texas Rising Star Assessor Certification course within 90 days and obtaining a Texas Rising Star Assessor Certification;
* Completing and passing quarterly reliability checks in compliance with the Texas Rising Star Assessor Certification; and
* Attending all regional and state TRS-related meetings and trainings.

Eligible respondents may include a qualified individual. Respondents cannot apply as an organization and/or an entity representing a group of individuals. All respondents must meet the following qualifications presented for Texas Rising Star (TRS) Assessor:

**Minimum Education**

* Bachelor’s degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;
* Bachelor’s degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
* Associate’s degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of suitable experience in an early childhood education as determined by the Board.

**Minimum Work Experience**

* One year of full-time early childhood classroom experience in a child care, Early Head Start, Head Start, or prekindergarten through third grade school program.

**Demonstrated Knowledge**

* Best practices in early childhood education
* Understanding of early childhood evaluations, observations, and assessments for both teachers and children
* TRS, ITERS, ECERS-R, FCERS, TBRS, CLASS, or other assessment tools

**Other Preferred Knowledge**

* Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing
* Bilingual (English and Spanish speaker)
* Ability to relate to individuals from culturally diverse backgrounds
* Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet
* Detail oriented with strong oral and written communication skills
* Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication
* Have an active TECPDS Workforce Registry account

**Required Continuing Education and Professional Development, and Background Check**

Participation in required annual professional development and continuing education consistent with TRS training requirements for a center director must be obtained on an annual basis. Additionally, the respondents must meet the background check consistent with 40 TAC 745.

Objectives for **Texas Rising Star Certification** are:

* To improve the quality of child care offered by providing high quality child care options;
* To ensure that children are offered care that promotes their social, emotional, physical and intellectual development; and
* To promote early physical, emotional, social and intellectual development of children who are the state's future workforce.

Eligible Programs

A. Any early learning program that has a current agreement with a Board’s child care contractor to serve children receiving scholarships and that meets either of the following criteria may apply for Texas Rising Star (TRS) Program certification:

* Meets the requirement for Entry Level Designation;
* Has the appropriate permanent (non-expiring) license or registration from, and is in good standing with, the Texas Department of Health and Human Services (DHHS) Child Care Regulation (CCR); or
* Has at least 12 months of licensing history with (CCR); or
* Is regulated by the military, or
* Is alternatively accredited by an organization approved by DHHS as stipulated in Chapter 42, Subchapter E, of the Human Resource Code.

Any program that is on Adverse Action or Corrective Action with DHHS due to non-compliance with the Child Care Regulation Minimum Standards is not eligible to apply for the TRS Program certification. Any program who is on a corrective action with a Board pursuant or a Notice of Freeze with the Commission pursuant to Texas Labor Code is not eligible to apply for the TRS Program Certification.

B. Early learning programs who are regulated by the military may be certified as a TRS Program without going through the TRS Program assessment process and are initially enrolled as a Four-Star or fully certified program:

C. Early learning programs who have attained one of the following national accreditations may be certified as a TRS program and will receive a modified Initial Assessment in order to be a fully certified program:

* National Association for the Education of Young Children (NAEYC)
* National Early Childhood Program Accreditation (NECPA)
* National Accreditation Commission for Early Child Care and Education Program (NAC)
* Association of Christian School International (ACSI)
* National Association of Family Child Care (NAFCC)
* Council on Accreditation (COA)
* Cognia Quality Early Learning System (QELS)
* Association of Christian Schools International (ACSI)
* Early Head Start of Head Start programs regulated by CCR

The complete Texas Rising Star Program Certification Guidelines are available at: [***https://texasrisingstar.org/about-trs/trs-guidelines/***](https://texasrisingstar.org/about-trs/trs-guidelines/)

The payment structure for the Texas Rising Star Assessor Services will be as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facility Classrooms** | **Formal Assessment / Recertification** | **Monitoring Visit** | ***TRS Assessor Certification*** | **Board Approved Meetings**  | **TRS Quarterly Reliability** |
| 1-4 Classrooms | $   1,000.00  |  $  800.00  |  |  |  |
| 5-8 Classrooms | $   1,200.00  |  $  900.00  |  |  |  |
| 8-12 Classrooms | $  1,350.00  |  $1,000.00  |    |  |  |
| 13+ Classrooms | $  1,500.00 |  $1,100.00  | $500.00/module |  |  |
|  |   |   |   | $  50.00  |  |
|  |  |  |  |  | $ 500.00 |

*\*Due to changes in the Texas Rising Star program and updated guidelines effective January 25, 2021, TWC requires TRS Assessors meet the minimum education requirements and to successfully complete the TRS Certification course to demonstrate mastery of the TRS Certification criteria. Costs associated with mileage and travel are factored into the payment fees and will not be paid separately.*

**Insurance Requirements**

At all times during the term of this service resulting from this procurement, the vendor shall pay for, and maintain, with approved insurance carriers, the minimum insurance requirements set forth below, and shall require all vendors and performing work for which the same liabilities may apply under this procurement to do likewise. WFSDallas, WSTC, and/or WSNTC reserves the right to waive or modify insurance requirements at its sole discretion.

* **Workers’ Compensation:** Statutory limits and employer’s liability of not less than $100,000 for each accident.
* **Commercial General Liability:**
1. Minimum Required Limits:
* $1,000,000 per occurrence;
* $3,000,000 General Aggregate
1. Commercial General Liability policy shall include:
	1. Coverage A: Bodily injury and property damage;
	2. Coverage B: Personal and Advertising Injury liability;
	3. Coverage C: Medical payments
	4. Products: Completed operations
	5. Fire Legal Liability
2. Policy coverage must be on an “occurrence” basis using CGL forms as approved by the Texas State Board of Insurance
3. Attachment of Endorsement CG 20 10- additional insured
4. All other endorsements shall require prior approval by the Board area.
* **Comprehensive Automobile/Truck Liability:** Coverage shall be provided for all owned hired, and non- owned vehicles. Minimum Required Limit: $1,000,000 combined single limit.
* **Professional liability:**

a. Minimum Required Limits:

* $1,000,000 Each Claim
* $1,000,000 Policy Aggregate

**Administration of This Request for Qualifications (RFQ)**

The Request for Qualifications (RFQ) is issued at 1:00 p.m. CDT, Tuesday, October 18, 2022, and available to download from the WFSDallas website at: <http://www.wfsdallas.com/doing-business>. If you are unable to download the RFQ, please contact: procurement@wfsdallas.com or (214) 290-1000.

The package contains all the necessary information and forms to respond to this Request for Qualifications (RFQ). A response to this RFQ should include all items listed in **RESPONSE CHECKLIST** **AND ORDER OF SUBMISSION** of the RFQ**.**

Proposals for services must be officially received by WFSDallas staff to: procurement@wfsdallas.com

* by noon, 12:00 p.m., CST on Thursday, November 10, 2022
* by noon, 12:00 p.m., CST on Thursday, December 8, 2022

**Any proposals or amendments received after the December 8, 2022 deadline will not be considered, but will be deemed late and non-responsive to this RFQ procurement process**. **Late proposals or amendments will be returned without review**.

All proposals received by the deadlines will be presented for action (recommended or not recommended) at the WFSDallas Board of Directors’ meeting as noted above.

**Dated Material:** All proposals to the RFQ are due no later than noon, 12:00 p.m., CST on December 8, 2022. WFSDallas is not responsible for any technology issues. No faxed proposal will be accepted.

**Bidders’ Conference**

There will be no Bidders’ Conference. If you have any questions regarding this RFQ, you may pose them to the e-mail link at: procurement@wfsdallas.com. Answers to questions will be posted at the website, <http://www.wfsdallas.com/doing-business>.

**Selection Awards**

Selected Texas Rising Star Assessors will be placed on a vendors’ list for availability of assessor services. Vendors will remain on the list until removed for lack of availability of funding, satisfactory performance in accordance with Texas Workforce Commission and Board’s requirements or a new procurement is issued for services. Vendors will be assigned on an as need basis to provide assessor services for child care providers in each of the areas: WFSDallas, WSTC and/or WSNCT counties between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Dates, times and locations will be provided to selected respondents as assessment is determined for the participating providers.

Individuals selected as an Assessor will be required to undergo a background check prior to conducting any work in a child care facility (center or home) on behalf of WFSDallas, WSTC and/or WSNCT. Proof of a background check that has been completed no more than the prior six (6) months of an award will be accepted. Any associated expense related to the required background check will be the responsibility of the contracted Assessor.

**Service Period**

The earliest anticipated service period for availability on the vendor’s list is December 2022. Vendors will remain on the list until removed for lack of availability of funding, satisfactory performance in accordance with Texas Workforce Commission and Board’s requirements or a new procurement is issued for services.

## OPEN RECORDS

Proposals submitted in response to this RFQ are subject to the Texas Public Information Act, Government Code, Chapter 552.003, and may be disclosed to the public upon request. No documents relating to this procurement will be presented or otherwise made available to any other person, agency, or organization until after the funding award. Any confidential, privileged, or proprietary information contained within a proposal must be clearly identified by the proposer in the proposal itself (each applicable page labeled). The aforementioned information will be kept confidential by WFSDallas to the extent permitted by State law.

**GOVERNING PROVISIONS AND LIMITATIONS**

1. The main purpose of this RFQ is to ensure uniform information in the solicitation of proposals and procurement of the Texas Rising Star Assessor Services. A response to this RFQ is not to be construed as a purchase agreement or contract, or as a commitment of any kind; nor does it commit the WFSDallas, WSTC and WSNCT 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 WFSDallas, WSTC and WSNCT.
2. WFSDallas, WSTC and WSNCT reserves the right to accept or reject any or all proposals received, to cancel and/or reissue this RFQ in part or its entirety.
3. WFSDallas, WSTC and WSNCT reserve the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
4. Public Disclosure of Proposal Information - this is a negotiated procurement utilizing the request for qualifications method, and as such, the selection and award of vendor services unless another type is determined by the WFSDallas, WSTC, WSNCT, to be more advantageous, 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 bid proposal that satisfies the Board’s requirements and is determined to be in the best interest of the Boards.
5. WFSDallas, WSTC, WSNCT are State of Texas appointed Local Workforce Development Boards. 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, bidders may protect trade secret, proprietary and confidential information from public release. If a bidder does not desire proprietary or confidential information in its proposal to be disclosed, bidder 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 bidder fails to identify confidential information, bidder agrees that, by submission of its proposal, those sections shall be deemed non-confidential and made available in response to any public request.
6. Bidders are advised that WFSDallas, WSTC, WSNCT, to the extent permitted by law, will protect the confidentiality of submitted proposals. However, bidders shall consider the implications of the PIA, particularly after the request for quotations process has ceased and the agreement award has occurred. While provisions in the PIA may apply to protect confidential information, bidders 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 bidder and the bidder 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.
7. WFSDallas, WSTC and WSNCT reserves the right to negotiate the final terms of any and all contracts or agreements for placement on the vendors’ list with respondents selected and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the Board's local plan and impose additional requirements and refinements in the terms and conditions, proposal for assessor services, performance measures, and funding amounts during the course of any agreement.
8. All Board Directors, officers, and staff, or any agents of the Board are precluded from entertaining questions concerning the proposal or this procurement process outside the confines of the formal Questions and Answers process. Potential respondents, respondents 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 respondent who submits a proposal under this RFQ may have any contact outside of the formal review process with any employee of WFSDallas, WSTC and WSNCT, or any member of the Board of Directors for purposes of discussing or lobbying on behalf of respondent’s proposal. This contact includes written correspondence, telephone calls, personal meetings, e-mail messages, or other kinds of personal contact. WFSDallas, WSTC and WSNCT will reject proposals of those respondents who violate this condition.
9. WFSDallas, WSTC and WSNCT reserves the right to contact any individual, agency employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
10. WFSDallas, WSTC and WSNCT or its designee will conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to, or subsequent to, the award of a contract or agreement. Misrepresentation of the respondent's ability to perform as stated in the proposal(s) may result in cancellation of any contract or agreement for services on the venders’ list that is awarded.
11. WFSDallas, WSTC and WSNCT 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.
12. **Respondents shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any** officer, member, employee, or agent of the Board, for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
13. WFSDallas, WSTC and WSNCT reserve 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 RFQ.
14. Selected vendor must comply with the Texas Administrative Code, Title 40, Part 20, Chapter 809, SubChapter G, Texas Rising Star Program and any other subsequent guidance provided by the Texas Workforce Commission and applicable changes in reference to public subsidies provided to employers.
15. Selected vendor must comply with Buy American Act.
16. 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.
17. All bids 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.
18. 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 because of the bidder's failure to contract may be recovered from the bidder.

**SELECTION PROCESS**

Selection of vendor(s) 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.

1. A consideration in selecting vendors or organizations to deliver services shall be the demonstrated performance of the vendor or organization in delivering comparable or related services. Performance in this or similar activities shall be considered when awarding points for past performance. Other performance with this Board will be considered in evaluation for proposals received in response to this RFQ.
2. Funds provided under this RFQ 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 qualified staff using the general criteria specified in “**EVALUATION CRITERIA/POINT VALUE**” below. The proposal review process will also include review, approval to negotiate and selection for award of vendor services by the Board of Directors.

**EVALUATION PROCESS**

Responsive proposals submitted by the deadline are evaluated using the objective criteria below. 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. In selecting proposals for award of contract or vendor services, 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 WFSDallas, WSTC, WSNCT and its constituents.

**EVALUATION CRITERIA/POINT VALUE**

Responsive proposals submitted by the deadline will be evaluated using the following criteria:

**Qualifications**  50

The respondent must meet the qualifications specified in the “Services Solicited” section of this RFQ. Provide a resume, transcripts, and copies of certifications.

**Demonstrated Experience/References** 50

Include specific experience demonstrating technical competence in providing evaluations/assessments of child care providers within the last 2 years. Relevant experience must include the dates of services, description and the organizations for which the services were provided, contact names and phone numbers, and contract amount. Also, provide three references including contact name, phone number

and email address.

**TOTAL POSSIBLE POINTS 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, RFQs 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, RFQ 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

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."

**RESPONSE CHECKLIST** **AND ORDER OF SUBMISSION**

The proposal must be submitted in the following order:

1. Proposal Cover Sheet
2. Proposal for TRS Assessor Services
3. Authorized Signature for Certifications

**SUBMISSION INFORMATION**

***Request for Quotations (RFQ)***

***TRS Assessor Services***

**PROPOSAL COVER SHEET**

|  |  |
| --- | --- |
| **Organization Name**  |       |
| **Mailing Address (including city, state and zip)** |       |
| **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.****Certifying Agency** |       Yes       No      |

*The information provided below must be submitted with your bid otherwise will be considered non-responsive and returned.*

**TEXAS RISING STAR ASSESSOR SERVICES RFQ PROPOSAL**

# A form must be completed for each individual. All proposals solicited under this RFQ shall be procured under the competitive method and reviewed for compliance with this RFQ to ensure that all required documentation has been submitted. Failure to provide the required documentation may result in the proposal being determined “Non-Responsive”. Nonresponsive submissions (those not conforming to the solicitation requirements) will be eliminated. Each respondent bears sole responsibility for the items included or not included in the response submitted by that respondent.

Proposer Name:

# Qualifications (50 points) - Check all that applies. Provide support documentation to include: a resume, transcript and copies of certification.

[ ]  Bachelor’s degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;

[ ]  Bachelor’s degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or

[ ]  Associate’s degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of suitable experience in an early childhood education as determined by Board.

[ ]  Other

**Demonstrated Experience/References (50 points)** - Check all that applies and provide supporting documentation.

Minimum Work Experience

[ ]  One year of full-time early childhood classroom experience in a child care, Early Head Start, Head Start, or prekindergarten through third grade school program

Demonstrated Knowledge

[ ]  Best practices in early childhood education

[ ]  Understanding of early childhood evaluations, observations, and assessments for both teachers and children

[ ]  TRS, ITERS, ECERS-R, FCERS, TBRS, CLASS, or other assessment tools

Other Preferred Knowledge

[ ]  Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing

[ ]  Bilingual (English and Spanish speaker)

[ ]  Ability to relate to individuals from culturally diverse backgrounds

[ ]  Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet

[ ]  Detail oriented with strong oral and written communication skills

[ ]  Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication

What do you consider to be key elements in a high-quality early learning program? Provide specific experience demonstrating your implementation of the elements you have listed.

Provide specific experience demonstrating technical competence in providing evaluations or assessments of child care providers within the last 2 years. Relevant experience must include the name of the assessment tool(s) used, the dates of services, description and the organizations for which the services were provided, contact names and phone numbers, and contract amount.

Provide details about your experience with and knowledge of the Texas Rising Star guidelines and assessment tool and Child Care Regulation Minimum Standards.

Provide details regarding your knowledge of Microsoft Word, Excel, Internet, email, and entering data on a PC tablet. What other programs are you familiar with or proficient in?

Provide three professional references

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name | Title | Phone Number | Email Address |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Indicate willingness to serve all 16 counties(Dallas, Tarrant, Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, and Wise).

\*See Regions 4, 5, & 6 on map below.



AUTHORIZED SIGNATURE

I certify that the information contained in this proposal, and any attachments are true and correct. I ensure that my organization complies with information listed below for: certification of bidder; certification of debarment, suspension, ineligibility,& voluntary exclusion lower tier covered transactions; certification regarding drug-free workplace; certification regarding lobbying; certification regarding conflict of interest; certification regarding non-discrimination; and certification regarding Texas Corporate Tax Franchise (Please note that you must indicate the certification that applies to your corporation in shaded box of the Texas Corporate Tax Franchise section below.)

**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**

**Organization 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 RFQ, 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 RFQ 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 workplace and specifying 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 & 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***

In accordance with Governing Provisions and Limitations, 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 RFQ.

***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.

***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.