



**Executive Committee
Meeting Agenda
March 17, 2025**



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NOTICE OF MEETING

A meeting of the Panhandle Workforce Development Board's Executive Committee will be held at 12:00 p.m. on Monday, March 17, 2025. Committee members and individuals from the public may access the meeting in person at 3120 Eddy Street, Amarillo, Randall County, Texas.

In order to accommodate Committee Members and members of the public who may want to access the meeting remotely a hybrid link is provided pursuant to Texas Government Code Section 551.127 with more than three counties in the State of Texas being represented on the Board. This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); Section 551.053 (Notice Requirements of a Political Subdivision Extending into Three or More Counties) and Section 551.127 (Videoconference Call). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Committee members and individuals of the public interested in attending this meeting by videoconference may do so by logging onto:

<https://us02web.zoom.us/j/83232025230?pwd=3mGdBh3BiXDdh9UTKog6yISg8WlAc2.1>

Or may participate by phone (346) 248-7799

Meeting ID: 832 3202 5230 - Passcode: 957170

A copy of the full agenda packet for this meeting can be found on the PRPC's website at <http://www.theprpc.org>

The Committee shall provide an opportunity for oral comments from the public during the meeting. Each person wishing to make a public comment shall be limited to three (3) minutes and limited to speaking once per comment period. Comments shall be directed to the Committee as a whole. Individual Committee members will not respond to questions. In the event that a group of persons supporting/opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's position.

AGENDA

1. **CALL TO ORDER**
2. **INITIAL PUBLIC COMMENT PERIOD**
3. **MINUTES**

Members will be asked to consider approval of the minutes from the Executive Committee's meeting held on June 23, 2021.

4. **CURRENT MEMBERSHIP LIST**

Informational item only. No action by the Committee is required.

5. **PROCUREMENT OF COMPREHENSIVE GENERAL BUILDING MAINTENANCE SERVICES FOR WORKFORCE SOLUTIONS PANHANDLE**

Members will be asked to authorize Board staff to proceed with the award, negotiation and execution process of an initial one-year contract beginning on April 1, 2025, with the potential for the addition of three annual renewals given acceptable performance, with an entity procured to provide Comprehensive General Building Maintenance Services for two Workforce Solutions Panhandle offices:

- a) 3120 Eddy Street in Amarillo
- b) 1028-B Megert Center in Borger

The current contract expires on March 31, 2025.

6. **PROCUREMENT OF PRE-PAID FUEL CARDS FOR WORKFORCE SOLUTIONS PANHANDLE PROGRAM CUSTOMERS**

Members will be asked to authorize Board staff to proceed with the procurement process and issuance of Letter(s) of Understanding for potential vendor(s) to supply pre-paid fuel cards usable for the purchase of fuel, by workforce development program customers needing transportation support services assistance, at outlets in the Panhandle Workforce Development Area.

The current agreements expire on March 31, 2025.

7. **PROCUREMENT OF LEASE SPACE FOR WORKFORCE SOLUTIONS PANHANDLE OFFICE IN BORGER**

Members will be asked to authorize Board staff to proceed with the award, negotiation and execution process of a three-year contract beginning on April 1, 2025, with an entity procured to provide lease for office space for Workforce Solutions Panhandle in Borger.

The current lease expires on March 31, 2025.

8. **PROCUREMENT OF ENTITY TO DELIVER WORKFORCE DEVELOPMENT AND CHILD CARE SERVICES IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA (PWDA)**

Members will be asked to authorize Board staff to proceed with the procurement process of an entity to delivery Workforce Development and Child Care Services in the PWDA.

The current contract expires on September 30, 2025.

9. **OPEN DISCUSSION**

Members have the opportunity to discuss topics of interest. No action by the Committee is required.

10. **FINAL PUBLIC COMMENT PERIOD**

11. **ADJOURN**

PUBLIC NOTICE

This notice complies with Texas Government Code Chapter 551, Open Meetings Act, Section 551.041 (Notice of Meeting Requirements); Section 551.043 (Time and Accessibility of Notice Requirements); and Section 551.053 (Notice Requirements of a Political Subdivision Extending into Four or More Counties). The notice has been filed at least 72 hours before the scheduled time of the meeting with the Secretary of State's Office, the Potter County Clerk's Office and has been posted in the Administrative Office of the Panhandle Regional Planning Commission.

Posted this 12th day of March 2025, at 415 Southwest Eighth Avenue, Amarillo, Texas, at 12:00 p.m.



415 South West Eighth Avenue
P. O. Box 9257
Amarillo, Texas 79105
(806) 372-3381
(806) 373-3268 (fax)
www.theprpc.org

A handwritten signature in black ink that reads "Leslie Hardin".

Leslie Hardin

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ITEM 3

Minutes



PANHANDLE WORKFORCE DEVELOPMENT BOARD

Executive Committee

Minutes

June 23, 2021

A meeting of the Panhandle Workforce Development Board's Executive Committee was held on Wednesday, June 23, 2021 at 11:30 a.m. in the Board Room of the Panhandle Regional Planning Commission (PRPC), 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Ms. Michelle Griffin, presided.

MEMBERS PRESENT:

- Jay Barrett, Amarillo Area Center for Academic Learning
- Michelle Griffin, Amarillo National Bank-Borger Branch
- Matt Parker, Baptist St. Anthony's Health System
- Irene Arnold, Downtown Women's Center, Inc.
- Michael Wright, Moore County News - Press
- Jason Henderson, Bell Helicopter, Textron

MEMBER ABSENT:

- Charlie Rivas, Rivas Environmental Consultants, Inc.

OTHERS PRESENT:

Lisa Boyd, and Arlett Toliver, Equus Workforce Solutions; Trent Morris, Shelby Sillivent, and Rebecca Waggoner, Huxford Group.

STAFF PRESENT:

Kathy Cabezuela, Christian Campbell, Leslie Hardin, Heather Reid, and Marin Rivas

1. CALL TO ORDER

Ms. Griffin called the meeting to order noting that a quorum was present.

2. INITIAL PUBLIC COMMENT PERIOD

None.

3. MINUTES

Members considered the minutes from the Executive Committee meeting held on October 28, 2019. Mr. Barrett moved to approve the minutes as presented. Ms. Arnold seconded the motion; the motion carried.

4. PRESENTATIONS

Members heard oral presentations from two entities, Equus Workforce Solutions and Huxford Group, which had submitted proposals to the Request for Proposals (RFP) to Deliver Workforce Development and Child Care Services in the Panhandle Workforce Development Area. No action by the Committee was required.

5. VIDEOS

Members viewed video presentations from the two entities, Equus Workforce Solutions and Huxford Group. No action by the Committee was required.

6. CLOSED SESSION - STAFF REVIEW AND SCORING OF PROPOSALS

Mr. Marin Rivas presented Board staff scoring process, results, analysis and summary of the RFP. Members discussed the proposals. No action by the Committee was required.

7. RECONVENE PUBLIC SESSION

Ms. Griffin reconvened the meeting in public session at 1:21 p.m.

8. RECOMMENDATIONS TO THE PANHANDLE WORKFORCE DEVELOPMENT BOARD

Members considered a recommendation to be forwarded to the Panhandle Workforce Development Board to vote to authorize PRPC, as its fiscal and administrative agent, to award a one-year contract, from October 1, 2021 through September 30, 2022, with the option of three additional one year annual renewals, contingent upon acceptable performance, to Huxford Group, LLC to deliver workforce development and child care program services in the Panhandle Workforce Development Area. Mr. Barrett made the motion as stated. Mr. Wright seconded the motion; the motion carried.

9. FINAL PUBLIC COMMENT PERIOD

None.

10. ADJOURN

There being no further business to come before the Committee, Mr. Parker moved that the meeting adjourn. Ms. Arnold seconded the motion and the meeting adjourned.



ITEM 4

Membership List

An Executive Committee will be comprised of the Chairperson, Vice Chairperson and five additional members appointed by the Chairperson, giving consideration to a balanced representation of the Board as a whole. The Executive Committee will identify, analyze and develop recommendations on items, issues and initiatives as deemed appropriate by the Chairperson. At the discretion of the Chairperson, the Executive Committee may act on behalf of the Board on matters requiring such prompt action that the Board cannot be convened for a special meeting. Such actions will be subject to ratification by the Board.

EXECUTIVE COMMITTEE
PANHANDLE WORKFORCE DEVELOPMENT BOARD
FOR JULY 1, 2024 – JUNE 30, 2025

– CHAIR –

**PRIVATE SECTOR (AREA I – DALLAM, HARTLEY, MOORE, OLDAHM, AND SHERMAN
COUNTIES)**

Mr. Kevin Caddell, Owner
Furniture Fashions, LTD
Dalhart, Texas

– VICE CHAIR –

PRIVATE SECTOR (CITY OF AMARILLO)

Mr. David Parker, Chief Operating Officer
Harwell & Cook Orthodontics
Amarillo, Texas

– CHAIR APPOINTMENTS –

**PRIVATE SECTOR (AREA II - HANSFORD, HEMPHILL, HUTCHINSON,
LIPSCOMB, OCHILTREE AND ROBERTS COUNTIES)**

Ms. Michelle Griffin, President
Amarillo National Bank – Borger Branch
Borger, Texas

POST- SECONDARY EDUCATON

Mr. Texas D. “Tex” Buckhaults, President
Clarendon College
Clarendon, Texas

SECONDARY EDUCATION

Mr. Jay Barrett, Principal
AmTech Career Academy
Amarillo Independent School District
Amarillo, Texas

PRIVATE SECTOR – AT LARGE

Mr. Charlie Rivas, Chief Executive Officer
Rivas Environmental Consultants
Amarillo, Texas

PRIVATE SECTOR (CITY OF AMARILLO)

Ms. Kristi Hanes, Co-Owner/Director
Night & Day, Care & Play, Inc.
Amarillo, Texas



ITEM 5
Comprehensive Building
Maintenance Services



REQUEST FOR PROPOSALS (RFP) SUMMARY FOR COMPREHENSIVE GENERAL BUILDING MAINTENANCE FOR THE PANHANDLE WORKFORCE DEVELOPMENT AREA

PURPOSE OF RFP

The Panhandle Regional Planning Commission (PRPC) serves as the administrative and fiscal agent for the Panhandle Workforce Development Board (PWDB). In that capacity, PRPC receives funds from the Texas Workforce Commission (TWC) to plan for and ensure the availability of workforce development and child care services within the twenty-six county Panhandle Workforce Development Area (PWDA). PRPC's Workforce Development Division oversees the Workforce Solutions Panhandle (WSP) offices located in the region.

PRPC is requesting proposals for a contract to provide comprehensive general building maintenance services for the WSP offices located at 3120 Eddy Street in Amarillo, Texas and at 1028-B Megert Center in Borger, Texas, from which WSP delivers workforce development services in the PWDA.

- 1) WSP in Amarillo, the main and largest office, which houses approximately 100 staff members and serves approximately 1,000 general public customers each business day, conducts operations in the 31,342 sq. ft. building located at 3120 Eddy Street.
- 2) WSP in Borger operates in a 2,000 sq. ft. leased facility housing two WSP staff in this northern-region, satellite office. Limited general maintenance of the facility interior (only), may be included in a proposal as an "alternate" portion of the submission. See page 22, Section 12 - Solutions for Services in Borger Office.

CONTRACT PERIOD

The initial period for a contract to be awarded as a result of this solicitation is expected to be from April 1, 2025 through May 31, 2026. Contract renewals may be allowed for up to three additional one-year periods contingent upon acceptable performance by the contractor.

MINIMUM QUALIFICATIONS

To be considered for a contract, the selected proposer will be expected to provide:

- Documentation of adequate general liability insurance, Workers Compensation insurance and bonding;
- All tools and equipment required in provision of basic services; and
- References confirming successful experience performing the work described herein on comparable facilities.

Proposals to this RFP must be submitted in conformance with the instructions specified herein. As a prerequisite, the Proposer, receiving a Contract under this solicitation **must not** be excluded from participation in federally-funded programs or projects. The eligibility status of the potentially-awarded Contractor will be verified against the federal System for Award Management (SAM) before a final award determination is made.

SCOPE OF WORK

1) Amarillo, the main and largest office, is located at 3120 Eddy Street. The roof is Thermoplastic Olefin (TPO). The Heating, Ventilation, and Air Conditioning (HVAC) system consists of two 80-ton air-cooled chillers and electric radiant heat. The interior flooring is a combination of carpet tile, ceramic tile, and vinyl composition tile (VCT) with two mechanical rooms of exposed concrete. The facility has two restrooms.

An On-Site Visit is scheduled for Proposers to tour the facility in-person (See Section 6 on page 5 for schedule.) Comprehensive general maintenance of the facility interior and exterior includes the following services:

System	Service(s)
Roof	<ul style="list-style-type: none"> • Perform regular (plus following any event) inspections • Perform proactive routine maintenance and repair
Electrical	<ul style="list-style-type: none"> • Replace lights, ballasts, and damaged ceiling tiles • Troubleshoot and repair minor electrical issues, as needed
HVAC	<ul style="list-style-type: none"> • Change HVAC units’ filters every 60 days • Perform adjustments, replace minor parts and troubleshoot equipment to enable continuous interior climate control
Plumbing	<ul style="list-style-type: none"> • Perform preventative maintenance • Repair, replace or add fixtures, hardware, as needed
Walls, Doors	<ul style="list-style-type: none"> • Maintain paint in good condition • Repair minor surface damage, as needed
Glass	<ul style="list-style-type: none"> • Repair and replace broken glass in doors, windows, as needed
Flooring	<ul style="list-style-type: none"> • Repair and replace carpet and floor tile, as needed
Overall	<ul style="list-style-type: none"> • Coordinate maintenance activities with major repairs and improvements performed by outside contractors • Make any necessary recommendations regarding facility maintenance

2) Borger operates in a 2,000 sq. ft. leased facility in this northern-region, satellite office located at 1028-B Megert Center. Limited general maintenance of the facility interior (only) includes the following basic services, on an “as needed” basis, as requested by PRPC:

System	Service(s)
Electrical	<ul style="list-style-type: none"> • Replace lights, ballasts, and damaged ceiling tiles
HVAC	<ul style="list-style-type: none"> • Change HVAC units’ filters every 60 days



ITEM 6

Pre-paid Fuel Cards



SOLICITATION OF VENDOR FOR FUEL CARDS SUMMARY

BACKGROUND

The Panhandle Regional Planning Commission (PRPC) serves as the administrative and fiscal agent for the Panhandle Workforce Development Board. In that capacity, PRPC receives funds from the Texas Workforce Commission to plan and insure the availability of workforce development program services within the region. Workforce development programs include Temporary Assistance for Needy Families (TANF)/Choices, the Workforce Innovation and Opportunity Act (WIOA), and Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T). PRPC procures the provision of supportive services including transportation assistance that are necessary for the achievement of individual program participant goals.

PURPOSE

PRPC seeks a vendor(s) that can supply pre-paid fuel cards usable for the purchase of fuel by workforce development program customers at outlets in the Panhandle Workforce Development Area (PWDA).

REQUIREMENTS

Cards must be available pre-loaded in various denominations directly from the vendor, limited to fuel purchases only and not redeemable for cash. Cards must be usable during normal business hours at one or more service outlets within the PWDA that provide pay at the pump self-service, or pay inside service, both of which must provide receipts.

GENERAL TERMS

One or more vendor(s) that meet the stated requirements in the most cost-effective manner as determined by PRPC's analysis and that best meet the needs of the area's workforce development customers will be issued an initial Letter of Understanding (Sample Attached) with an option for annual renewals, that restates pertinent information included in this solicitation and that vendor's response.

PRPC expects to purchase fuel cards from the selected vendor(s) but makes no guarantees of purchases from any vendor(s). Furthermore, PRPC reserves the right to use alternative methods to purchase fuel when necessary to ensure the availability of fuel for workforce development program customers.

PRPC will solicit fuel card vendors no less than every four years, but reserves the right to issue a new solicitation at any time it is deemed in PRPC's best interest.

SAMPLE LETTER OF UNDERSTANDING

April 1, 2025

Mr. Joe Smith, Sales Specialist
ABC Company
123 Main St.
Amarillo, TX 79000

Dear Mr. Smith:

Based on PRPC's review and analysis of your response to our solicitation of vendors for fuel cards, we are issuing this Letter of Understanding as specified in that procurement. The following restates pertinent information related to both PRPC's intentions and your response:

PRPC

- Expects to purchase fuel cards from ABC Company but makes no guarantees of any purchases.
- Reserves the right to use alternative methods to purchase fuel as necessary to ensure the availability of fuel for workforce development program customers.
- Reserves the right to issue a new solicitation at any time it is deemed in its best interest.

ABC Company

- Will sell pre-loaded fuel cards to PRPC in any denomination of \$5.00 or more with the minimum order and fees for purchasing, handling/shipping of card orders as stipulated in your response.
- Assure that their cards are usable only for fuel at your stores, not redeemable for cash and uniquely numbered.

In addition to the information above, PRPC requests that your company provide reasonable notice of changes in your cards or costs related to the purchase of those cards.

If you have questions or concerns related to the information above, please contact me as soon as possible at the number below.

Sincerely,

Leslie Hardin,
Workforce Development Program Manager

VENDOR RESPONSE AND CERTIFICATION

Vendor Name _____

Instructions

All of the information requested below must be provided in response to this solicitation.

Card Requirements

Please confirm and provide the following information:

1. Cards are available pre-loaded directly from the card vendor. Yes No

2. List the available card denominations.

3. Cards are limited to fuel purchases only (Confirm with a Yes). Yes No

4. Cards are not redeemable for cash (Confirm with a Yes). Yes No

5. Each card has a unique number. Yes No

6. Use of card generates a receipt. Yes No

7. For each city below, indicate the number of outlets where your card may be used during normal business hours:

<u>City</u>	<u># Outlets</u>	<u>City</u>	<u># Outlets</u>	<u>City</u>	<u># Outlets</u>
Amarillo	_____	Borger	_____	Canyon	_____
Childress	_____	Clarendon	_____	Dalhart	_____
Dumas	_____	Hereford	_____	Pampa	_____
Perryton	_____	Tulia	_____		

8. List any other communities in the Texas Panhandle with outlets where your card may be used during normal business hours.

Other Card Information

9. What is the minimum quantity that may be ordered directly from the vendor?
10. Itemize any fees applicable to the purchase, handling, shipping or use of cards.
11. Explain card expiration schedule (Date) if any.
12. Describe any discounts that might be available.
13. Provide ordering instructions, expected length of time between order and receipt of cards, method of shipment/delivery and available payment methods.
14. Include any other information that might be pertinent to this solicitation.

Vendor Information

Authorized Contact: _____ Title: _____

Name and Title of person authorized to sign the certification statement for the vendor (if different from authorized contact above): _____

Vendor's Primary Mailing Address: _____

_____ City _____ State _____ Zip _____

Telephone: _____ FAX (not required): _____

E-mail: _____

Website (not required): _____



ITEM 7
Lease Space for
WSP in Borger

**PANHANDLE WORKFORCE DEVELOPMENT BOARD
ASSESSMENT OF NEED
FOR A LEASED SPACE IN BORGER
IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA**

I. Briefly describe the services to be procured:

The Panhandle Workforce Development Board (PWDB) receives and manages multiple grant funding for purposes of administering Workforce Development and Child Care programs. In order to provide services to customers across a large geographic area, the PWDB locates a satellite office in the city of Borger. The PWDB solicits quotes from area property owners/agents for appropriate space to lease for this office.

II. These services are necessary in order to:

Help eligible customers attain education, training, employability and self-sufficiency through access to services offered through the Workforce Innovation and Opportunity Act (WIOA), Choices/TANF, Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T), Child Care Services grants and other workforce development programs as enacted, authorized and governed by federal and State agencies and managed by the PWDB and its Contractor, Workforce Solutions Panhandle (WSP).

III. Cost/Price Analysis and Estimate:

The PWDB has procured leased space for workforce development and child care service delivery in Borger, historically for the following amounts:

FY 2022-2023 - \$10,800
FY 2023-2024 - \$11,400
FY 2024-2025 - \$11,700

IV. Are these services reasonably available to the target population(s) through community resources and at no costs to clients?

√ YES NO N/A

If yes, explain why these services need to be procured with program funds.

To ensure proper administration and delivery of the various workforce development programs to eligible clients in accordance with federal and state laws, rules and regulations.

V. Are program funds available? √ YES NO N/A

VI. Identify the available funds.

- WIOA Adult
- WIOA Dislocated Worker
- WIOA Youth
- SNAP E&T
- Choices/TANF
- Child Care



ITEM 8

Request for Proposals for Service Delivery



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**REQUEST FOR PROPOSALS
TO DELIVER
WORKFORCE DEVELOPMENT AND
CHILD CARE SERVICES
IN THE
PANHANDLE WORKFORCE DEVELOPMENT AREA**

Release RFP – March 20, 2025

Proposers Conference and On-site Visit (Amarillo) – April 8, 2025

Deadline for Letter of Intent to Propose– April 11, 2025

Deadline for Questions – April 18, 2025

Deadline for Submission – April 30, 2025

Contract Award – May 22, 2025 (tentatively)

Contract Effective Date – October 1, 2025



PANHANDLE REGIONAL PLANNING COMMISSION (PRPC)
AS ADMINISTRATIVE AND FISCAL AGENT FOR THE PANHANDLE WORKFORCE DEVELOPMENT BOARD
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Attachments:

- Attachment A – Letter of Intent to Propose**
- Attachment B – Proposal Cover Sheet**
- Attachment C – Certifications and Assurances**
- Attachment D – Proposal Budget Form**
- Attachment E – Proposal Checklist**
- Attachment F – Notarization**

PURPOSE OF SOLICITATION

The Panhandle Workforce Development Board is soliciting proposals from qualified entities to operate an integrated One-stop Service Delivery System to deliver Workforce Development and Child Care program services in the 26 counties of the Texas Panhandle Workforce Development Area (PWDA) under a single contract.

Workforce Development and Child Care program services provided through the Service Delivery System include, but are not be limited to, those funded and governed by the Workforce Innovation and Opportunity Act, Temporary Assistance for Needy Families and Noncustodial Parent/CHOICES, Supplemental Nutrition Assistance Program Employment and Training, Reemployment Services and Eligibility Assessment (RESEA), and Child Care grants.

Proposers will be expected to demonstrate the capability to conduct workforce service delivery for all customers groups at the current level and also effectively incorporate the Panhandle Workforce Development Board's stated priorities.

BACKGROUND INFORMATION

Texas Workforce Commission

The Texas Workforce Commission (TWC) is the lead agency in the State of Texas for the administration of federal and State workforce development and child care funds. TWC oversees the 28 Workforce Development Boards' administration and delivery of associated workforce development services.

Panhandle Workforce Development Board and Consortium's Governing Body

The Panhandle Workforce Development Board (PWDB or the "Board"), a 27-member group of business and community leaders, is responsible for overseeing area workforce development and child care programs and establishing associated policy. The Board shares authority with the Panhandle Workforce Development Consortium's Governing Body (PWDCGB), a seven-member group of local elected officials that represents all of the Texas Panhandle area's 26 counties and the City of Amarillo.

Panhandle Regional Planning Commission

PRPC is the fiscal and administrative agent for the PWDB. In that capacity, PRPC receives funds from TWC to provide Workforce Development and Child Care program services in the area. PRPC's Board of Directors oversees the PWDB staff in procurements, including the selection of a Sub-recipient to operate the One-Stop Centers for the region doing business as (dba) Workforce Solutions Panhandle (WSP).

Governing Authorities

Any Contract resulting from this solicitation will be carried out in a manner consistent with the following statutes, associated rules and regulations:

- Workforce Innovation and Opportunity Act (WIOA), § 2 et seq., Public Law (Pub.L) 113-128, 29 U.S. Code (U.S.C.) § 3101 et seq.;
- Training and Employment Guidance Letter (TEGL) 16-19, WIOA Adult, Dislocated Worker and Youth Activities Program Allotments;
- Wagner-Peyser Act, 29 U.S.C. § 49 et seq.;

- U.S Department of Labor Employment and Training Administration (ETA) Directives;
- Child Care and Development Block Grant Act of 1990, 42 U.S.C. §§ 9858 et seq., as amended by the Child Care and Development Block Grant of 2014 (Pub.L. 113-186);
- TWC Child Care Services Guide located at <https://twc.texas.gov/files/partners/child-care-services-guide-twc.pdf>;
- Approved Texas Temporary Assistance for Needy Families (TANF) Work Verification Plan and State Plans for WIOA, TANF and Child Care and Development Fund (CCDF);
- Social Security Act §§ 401-419, 42 United States Code (U.S.C.) §§ 601-619;
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. 104-193; 42 U.S.C. §§ 601 et seq.;
- Texas Human Resource Code, Chapter 31, 34, and 44;
- Texas Labor Code, Chapters 302 and 307;
- Texas Government Code, § 2308;
- 40 Texas Administrative Code (TAC), Chapters 800, 801, 802, 809, 811, 813, 841 and 849;
- 20 Code of Federal Regulations (C.F.R.) Parts 651-654 and Parts 675-687;
- 29 C.F.R. Part 38, WIOA § 188, 29 U.S.C. § 3248, and the applicable State Nondiscrimination Plan (NDP);
- Rehabilitation Act of 1973 § 504 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, et seq., and the Americans with Disabilities Amendments Act (ADAAA) of 2008 (Public Law 110-325)
- 45 C.F.R. Parts 98-99 and Parts 260-265;
- U.S. Department of Labor Appropriations Act, 2019, Pub.L. 115-245;
- Further Consolidated Appropriations Act, 2020, Pub. L. 116-94;
- Deficit Reduction Act of 2005, Pub. L. 109-171;
- U.S. Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (Pub. L. 115-245);
- U.S. Department of Labor regulations at 2 C.F.R. Part 2900 and the U.S. Department of Health and Human Services regulations at 2 C.F.R. Part 300 and 45 C.F.R. Part 75, implementing the Office of Management and Budget's Uniform Guidance at 2 C.F.R. 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Office of Management and Budget Guidance Super Circular (Super Circular);
- State of Texas Uniform Grant Management Standards (UGMS);
- TWC Rules, Financial Manual for Grants and Contracts (FMGC), Workforce Development (WD) Letters, Technical Assistance Bulletins, Agency-Board Agreement, and Grant Award Specific Requirements and other related State plans, rules and regulations; and
- Panhandle Workforce Development Area's (PWDA) Board Plan, policies, and Memoranda of Understanding (MOUs).

Service Delivery Area

The PWDB is soliciting proposals from qualified entities to organize and operate an integrated service delivery system for Workforce Development and Child Care programs in the 26 counties of the Texas Panhandle (Armstrong, Briscoe, Carson, Castro, Deaf Smith, Childress, Collingsworth, Dallam, Donley, Gray, Hall, Hartley, Hansford, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher and Wheeler), including the City of Amarillo.

Current Organization and Infrastructure

A fully-integrated WSP and Texas Workforce Solutions Vocational Rehabilitation Services (VR) office opened for business in a newly-remodeled 31,342 sq. ft. facility on March 16, 2021, located at 3120 Eddy Street in Amarillo.

During this current contract year (October 1, 2024 – September 30, 2025), the Board's Sub-recipient is delivering program services to all 26 counties of the PWDA from the Eddy Street office in Amarillo and from two satellite offices: one at 1028-B Megert Center in Borger, and one on the Amarillo College campus at 1115 West 15th Street in Hereford, Texas. Program services are also being provided from a customized 2019 Ford/Farber Specialty Vehicle Mobile Workforce Development Services Unit, operated by the Sub-recipient.

The current organization is responsible for 58 full-time-equivalent front-line Workforce and Child Care staff and management; and coordinates integration of at least 6 employees of TWC Employment Services (ES); approximately 23 staff and management with VR Services, and several staff with the Texas Veterans Commission (TVC) and other co-located agencies.

The current Sub-recipient's staffing is structured with Program Managers and staff in WIOA, Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T), TANF/Choices and Noncustodial Parent (NCP) Choices Program, Reemployment Services and Eligibility Assessment (RESEA), Child Care Services, Career Services, Business/Employer Services, Administrative, and Information Technology (IT). Integration of Employment Services (ES) in WSP will continue to evolve as TWC works to implement the Wagner-Peyser Act Staffing Final Rule.

Current Funding

Funding levels for the contract year that ended September 30, 2024 are shown in the following chart. Previous year funding levels included formula allocations, carryover amounts from the prior year and estimates of WIOA Program Year 2023 first-quarter funding. These amounts may change during the fiscal year and are not guarantees of future funding.

There are currently two line-items included in the funding chart for Vocational Rehabilitation (VR) Grants: (1) the Student HireAbility Navigator program and (2) the Summer Earn and Learn Program (SEAL). Both programs represent a statewide strategy to support, expand, and enhance the provision of Pre-Employment Transition Services (Pre-ETS) to students with disabilities, as required under Title IV of WIOA.

Special Initiative Grant awards may be added during the Contract term which embody a wide array of special projects. The grants are typically non-recurring and are awarded for specific purposes as determined by TWC. There is no guarantee of future funding for these types of grants.

The Board's Sub-recipient is expected to facilitate these special projects as they are initiated by TWC, through a Contract Amendment to the Sub-recipient's Contract, at the time of implementation.

<u>Program</u>	<u>Funding 10/1/23 – 9/30/24</u>
Workforce Innovation & Opportunity Act - Adult	795,000
Workforce Innovation & Opportunity Act - Youth	775,000
Workforce Innovation & Opportunity Act - Dislocated Worker	1,000,000
Workforce Innovation & Opportunity Act - Rapid Response	20,000
Reemployment Services and Eligibility Assessment	400,000
Trade Adjustment Assistance	10,000
Temporary Assistance to Needy Families - CHOICES	1,000,000
Temporary Assistance to Needy Families - Non-Custodial Parents	150,000
Supplemental Nutrition Assistance - Employment & Training	200,000
Child Care - Formula & Match	19,000,000
Child Care - Quality	800,000
Child Care – Quality Mentor and Assessor	475,000
CCP – Family and Protective Services (Management Only)	1,500,000
Vocational Rehabilitation (VR) Grants	100,000
Partners (Supplies and Shared Staff)	55,000
Total	16,610,068

Solicitation Schedule and Contact Information

Request Title: Request for Proposals (RFP) to Deliver Workforce Development and Child Care Services in the Panhandle Workforce Development Area	
Date Issued: Thursday, March 20, 2025	RFP Point of Contact: Leslie Hardin, PRPC Workforce Development Program Manager Telephone: (806) 372-3381 Email: wdrfpquestions@theprpc.org
Proposers’ Conference: Tuesday, April 8, 2025 – 10:30 a.m.	
On-site Visit at 3120 Eddy Street, Amarillo: Tuesday, April 8, 2025 – 1:00 p.m.	
Letter of Intent to Propose Due Date and Time: Friday, April 11, 2025 – 3:00 p.m.	
Deadline for Written Questions: Friday, April 18, 2025 – 3:00 p.m.	
Answers to Questions Provided to Proposers: Tuesday, April 22, 2025 – 3:00 p.m.	
Completed Proposal Submission Due Date and Time: Wednesday, April 30, 2025 – 3:00 p.m.	
Proposal Opening Date and Time: Wednesday, April 30, 2025 – 3:30 p.m.	
Closed Session Senior Manager/Review Staff Video Discussions: Scheduled Individually: Thursday-Friday, May 1-2, 2025 and Monday-Tuesday, May 5-6, 2025	
Contract to be Awarded (tentatively): Thursday, May 22, 2025	

Terms of Contract

The initial term for any award resulting from this solicitation will be October 1, 2025 through September 30, 2026. The Contract may be renewed for up to three additional one-year periods, subject to the provisions of 40 TAC §802.21 Board Contracting Guidelines, acceptable performance and Board approval.

In addition, the Contract may be extended on a month-to-month basis for up to four months, to facilitate contractor transition, if necessary. Non-renewal may be at PRPC's or the Sub-recipient's convenience and will be subject to the notification requirements specified in the Contract.

Responsibilities of the PWDB and PRPC

PRPC will enter into a One-Stop Service Delivery System Contract with the Sub-recipient and will:

- Develop and update local plans, policies and procedures needed to carry out the PWDA's Board Plan for Program Years 2025-2028;
- Budget and allocate available funds to the Contract in a manner consistent with the PWDA's Board Plan and full utilization of those funds for the delivery of workforce development services within the area;
- Process invoices/billing claims and make payments to service providers and vendors for allowable charges authorized by the Sub-recipient. The Sub-recipient may pre-pay, as approved, for specific allowable client services on behalf of the client and invoice the PWDB for reimbursement;
- Pay or reimburse the Sub-recipient, in a timely manner, for authorized expenses incurred or services provided in accordance with the Contract, up to the limits specified in the Operating Budget, upon receipt of proper supporting documentation as specified in federal and State rules and regulations, as well as local policies, specific to each of the grants covered in the Contract;
- Process and pay all authorized participant costs for subsidized employment, training and supportive services;
- Make payments to authorized child care providers for all authorized and allowable direct child care subsidies;
- Provide facilities management for the WSP offices and coordinate with the Sub-recipient to develop temporary or itinerant service locations throughout the PWDA for the provision of certain appropriate and necessary services. The PWDB will procure and pay all costs associated with such management of those facilities to include rent, building maintenance, janitorial, landscaping, utilities, communications and connectivity;
- Procure, provide and insure the furnishings, equipment and related parts, including computer hardware and software, necessary for the performance of the Contract;
- Provide, insure (the vehicle) and equip a 2019 Ford/Farber Specialty Vehicle customized for use as a Mobile Workforce Development Services Unit. The PWDB will pay all vehicle-related costs associated with operation of the vehicle to include vehicle maintenance, fuel, Internet connectivity, and storage costs to park the vehicle, when not in use, in a secure RV storage facility. The PWDB will allow access to the storage to designated Sub-recipient staff with the stipulation that the Sub-recipient will maintain vehicle mileage logs and service logs to be submitted bi-monthly to the PWDB;

- Oversee the Sub-recipient's development, implementation, and management of electronic and social media resources, including the PWDB's Workforce Solutions Panhandle website <https://wspanhandle.com> to provide access to appropriate and necessary services throughout the PWDA;
- Monitor Sub-recipient operations for program compliance and performance. The PWDB will report the results of such monitoring to the Sub-recipient for response. If necessary, The PWDB will implement corrective actions or sanctions based on applicable TWC rules and policies;
- Provide technical assistance to the Sub-recipient as requested by the Sub-recipient, or as deemed necessary by the PWDB, to provide for the effective and efficient administration of programs, to address any monitoring deficiencies, and assure quality delivery of services; and
- Report program activities, performance and fiscal information to TWC.

SCOPE OF WORK REQUIREMENTS

Service Delivery Requirements

Under a Contract to be awarded through this solicitation, the Sub-recipient will:

- Provide an integrated and comprehensive range of services consisting of workforce development activities benefiting employers, job seekers, and Panhandle communities; while maximizing operational efficiencies, including integration of common program tasks and processes, in order to preserve funds for direct services;
- Employ an organizational structure that provides effective lines of authority to support an integrated one-stop service delivery system that is fully aligned with the Board's priorities and capable of providing program services throughout the PWDA;
- Develop creative and innovative strategies to meet and/or exceed program objectives, performance targets, enrollment goals and effectual outreach levels, within the limitations established by workforce funding for the Panhandle's 26 counties;
- Coordinate resolution of discrepancies or issues of non-compliance that are identified outside of the Sub-recipient Continuous Improvement Reviews with the applicable Fiscal/Program oversight counterpart(s) at the Board level;
- Conduct activities of an Operational Procedures Workgroup, consisting of at least one staff from each program, which will meet once per month to develop, revise and/or update operational procedures for maintaining assurances that current service delivery processes are in compliance with applicable federal and State Rules and Regulations and Program Guides, and will ensure consistent, effective and efficient service delivery. Each Operational Procedure will be reviewed, at a minimum, annually, and reporting of the Workgroup's activities will be provided to the PWDB on a quarterly basis.
- Ensure that job seekers throughout the area have access to a broad range of effective services, both virtually and in-person, to help them find and retain employment, access training or retraining, and support those activities with child care and other needed resources;
- Invest workforce resources in ways that increase the self-sufficiency of program participants, targeted populations and job seekers by assisting these customers into a self-sustaining level of stable employment, which will, over time, help move them, many of whom are receiving public assistance, towards becoming more highly-productive members of the PWDA economy;

- Maximize the availability and provision of training to program participants, targeted populations and job seekers, including, but not limited to, developing career pathways in PWDA Target Occupations with existing and potential training programs/providers covered by TWC's Statewide Eligible Training Provider List (ETPL);
- Contribute appropriate involvement and assistance in exploring and developing supplemental grant funding opportunities, and supporting and implementing resulting contracts in areas including, but not limited to, TWC's Skills Development Fund (SDF), Skills for Small Business Program, Upskill Texas, paid and unpaid work experience, and Apprenticeship Training.
- Provide customer access to, coordinate services with, and participate in collaborative activities with community partners to assist in the development of a qualified workforce to meet future employer and economic development needs; and honor all existing, and develop new opportunities for, Agreements, Memoranda of Understanding (MOUs), and partnerships with agencies and organizations; and
- Maximize the satisfaction of all customer groups with the PWDA's workforce services.

Sub-recipient Requirements

The Sub-recipient will:

- Assist PWDB staff with oversight of facilities' management including, but not limited to:
 - a) Reporting issues of general maintenance needing attention, (e.g., roof/plumbing leaks, broken glass, fallen tree limbs, weed or pest control);
 - b) Scheduling and arrival of maintenance or specific project personnel performing Board-initiated tasks, (e.g., snow removal, grass mowing, carpet cleaning);
- Maintain general & professional liability insurance (errors & omissions) against a negligence claim made by a client, and damages awarded in a civil lawsuit. Coverage must provide a minimum of \$1,000,000 liability per occurrence, \$2,000,000 aggregate liability and \$1,000,000 property damage. Ensure that adequate and continuous auto liability insurance is maintained with coverage on all vehicles owned, leased or operated with program funds, including the Mobile Workforce Development Services Unit. Automobile insurance must provide a minimum of \$100,000 liability per occurrence, \$300,000 aggregate liability and \$100,000 property damage. All such policies shall name PRPC as additional insured. Copies of all such policies shall be provided to the PWDB on an annual basis. The Sub-recipient staff employed under this Contract who drives any vehicle during the normal scope and course of their employment will possess a valid Texas driver's license and liability insurance. Staff liability insurance may be waived only if the Sub-recipient elects to maintain such coverage. Additionally, Sub-recipient agrees to maintain at all times, worker's compensation liability insurance covering all employees of Sub-recipient who operate vehicles owned, leased or are operated with program funds, including any mobile workforce development services vehicles;
- Operate the PWDB's Ford/Farber Specialty Vehicle Mobile Workforce Development Services Unit, including:
 - a) Assigning, at a minimum, one staff who is qualified and competent to safely and effectively operate the unit and position it in locations in communities that are within a 120-mile radius of the city of Amarillo;
 - b) Ensuring that the staff, operating the unit, is fully trained and supported to provide integrated workforce development services, equivalent to the level of service which staff working from WSP

offices offers, to customers entering the Unit in any community in which the vehicle has been situated;

- c) Maintaining Commercial Auto Non-Ownership Liability Insurance coverage for any exposure to potential “bodily injury” or “property damage” arising out of the Sub-recipient staff use of the Unit. The Sub-recipient must develop procedures for the proper use of the Unit;
 - d) Arranging a schedule that will place the Unit open to customers in each of, at a minimum, five different rural communities within a 90-mile radius, for at least two days per month; and two different rural communities within a 120-mile radius, for at least one day per month; and
 - e) Facilitating access to the Unit for promotional events in both rural communities and the City of Amarillo, as needed; and
- Have an audit conducted annually in accordance with federal and State guidelines associated with the Single Audit Act, as amended; Super Circular; and UGMS.

INSTRUCTIONS FOR PROPOSERS

★ **Step One – Proposers’ Conference and On-site Visit**

- a) A Proposers’ Conference will be held from 10:30 to 11:00 a.m. on Tuesday, April 8, 2025:
 - “In-person” at Workforce Solutions Panhandle, 3120 Eddy Street, Amarillo, Texas, and
 - “Virtually” by logging onto:
<https://us02web.zoom.us/j/84658098083?pwd=jzGRXQ0ydCavAQjLABxZ2xAiVzISCs.1>
 (Meeting ID: 846 5809 8083 - Passcode: 272298)
 - This meeting is not mandatory, but attendance is highly recommended. Potential Proposers are requested to submit a “RSVP” with plans to attend by email at wdrfpquestions@theprpc.org.
- b) An “in-person”, on-site visit will be available to potential Proposers at the main location of the WSP office at 3120 Eddy Street in Amarillo on Tuesday, April 8, 2025 at 11:00 a.m.; and at 1028-B Megert Center in Borger, and/or the office on the Amarillo College campus at 1115 West 15th Street in Hereford, on Tuesday, April 8, 2025, as requested. Both satellite offices will each require approximately 45-55 minutes of driving time each way from Amarillo.

Proposers with a disability that need an accommodation to attend the Conference and/or the on-site visit must contact the RFP Point of Contact prior to the Conference so that reasonable accommodation can be made.

★ **Step Two - Letter of Intent to Propose**

Using the Form provided in Attachment A, Proposers must complete a Letter of Intent to Propose and submit to the PWDB by the deadline of Friday, April 11th, 2025 at 3:00 p.m. This form (*only this form – not completed Proposal Packets*) may be submitted in any one of the following formats:

Email	Hand-Delivery or Courier	USPS
wdrfpquestions@theprpc.org	PRPC 415 S.W. 8th Avenue Amarillo, Texas Attn: WD Division	PRPC P.O. Box 9257 Amarillo, Texas 79105-9257 Attn: WD Division

Proposers should verify with the Point of Contact listed on Page 7 of this solicitation that the Letter of Intent to Propose has been received by the PWDB. Proposals will NOT be accepted from Proposers who do not submit this letter by the required deadline.

★ **Step Three – Written Questions**

Questions relating to this solicitation must be received by 3:00 p.m. on Friday, April 18, 2025. All questions must be presented in written form (*only questions – not completed Proposal Packets*) to:

Email	Hand-Delivery or Courier	USPS
wdrfpquestions@theprpc.org	PRPC 415 S.W. 8th Avenue Amarillo, Texas Attn: WD Division	PRPC P.O. Box 9257 Amarillo, Texas 79105-9257 Attn: WD Division

Each question received and the associated response will be provided by email to all RFP recipients and entities submitting such requests, no later than Tuesday, April 22, 2025 at 3:00 p.m.

★ **Step Four - Completed Proposal Packets**

a) **Deadline for Submission**

Proposals must be received no later than 3:00 p.m., Wednesday, April 30, 2025, in the offices of PRPC:

Hand-Delivery or Courier	USPS
415 S.W. 8th Avenue Amarillo, Texas 79101	P.O. Box 9257 Amarillo, Texas 79105-9257

The proposal packet with all required materials must be packaged in a sealed envelope/box marked on the outside front as Sealed Proposal: Workforce Development Service Delivery. *Proposals faxed or emailed to PRPC will be rejected.*

Late proposals will not be opened or considered. Sealed proposals will be opened in a Public Opening immediately following the Deadline for Submission at 3:30 p.m. on April 30, 2025. Under Section 552.104 of the Texas Public Information Act, which excepts the release of information that, if released, would “give advantage to a competitor or bidder”, proposal information will not be available to anyone other than the PWDB designated contracting officer at the time of the Public Opening. This protection is provided as Proposers have the opportunity to make oral presentations during the review process to the PWDB Executive Committee.

b) **Packet Instructions**

Respondents must submit a proposal packet that includes the proposal document in the following formats:

- One (1) original set of all required items that is consecutively paginated;
- Four (4) copies of the original set unbound and suitable for reproduction; and
- A searchable electronic document of the proposal on USB media. The USB version of the proposal should be saved in the following format: Each item requested in this solicitation is in bolded font (**Item #**) and each proposal response should be placed on the media in a separate folder labeled with the corresponding Item #.

Proposal packet submissions should be complete and limited to the required items. Unsolicited information and materials will not be reviewed or considered.

INSTRUCTIONS FOR COMPLETING PROPOSALS

Address the following items, using as many pages as needed, and include your responses in order by restating each numbered item in the response and provide the response immediately thereafter. If an item is not applicable to the entity, state so in the response and explain. If an item requires an attachment, confirm that in the response. Do not leave any Proposal Narrative item blank.

Initial Qualifications for Proposing Entities

In order to qualify for consideration to be the prospective single Sub-recipient, the proposing entity must:

- Complete the Proposal Cover Sheet (using template in Attachment B). Include a copy of the entity’s articles of incorporation, bylaws, statement of ownership, list of corporate board/governing body membership, 501 (c) (3) IRS Letter of Determination, and Historically Underutilized Business (HUB) Certification, as applicable. These documents are required as **Item 1**;
- Be a legally organized public, private not-for-profit, private for-profit entity or individual, community-based organization or other entity eligible and authorized to do business in the State of Texas. A “certificate of status” issued by the Texas Secretary of State is required as **Item 2**;
- Possess the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into a Contract to be awarded through this solicitation, to receive the funds authorized by such Contract, and to perform the services it has obligated itself to perform under such Contract. Documentation of express actual authority, (e.g. the passing of a resolution by the entity empowering the agent to bind the entity to a Contract), is required as **Item 3**;
- Be responsible for effectively delivering program services and meeting performance expectations in an integrated workforce development system, including job training; employment and employment-related educational programs; and the workforce development programs consolidated under the authority of Texas Labor Code § 302.021; and possess the ability to perform successfully under the terms and conditions of a Contract to be awarded through this solicitation. Copies of the Proposer’s State and Board Program Monitoring Reports from the last three years are required as **Item 4**;
- Demonstrate effective financial performance under contracts with Workforce Development Board(s) by meeting all fiscal expenditure goals and the ability to utilize funds to derive organizational strategic objectives. Copies of the Proposer’s Fiscal Monitoring Reports, Audit Reports and State Management Letters (or equivalent), if applicable, from the last three years are required as **Item 5**;
- Possess financial resources, or the capability to secure such resources, as required during the performance of a Contract to be awarded through this solicitation and sufficient to repay any disallowed costs associated with such Contract. Documentation from a financial institution supporting the availability and amount of funds is required as **Item 6**;

- Demonstrate that the Proposer is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, and fiscal knowledge in accordance with federal, State, and Generally Accepted Accounting Principles (GAAP). The Proposer's Accounting and Procurement Policies and Procedures are required as **Item 7**;
- Have successful experience performing the type of work described herein, or work similar in scope and nature. A list of where and with whom the Proposer has been in business, as well as résumés of key personnel in the positions of Program and Fiscal Management, are required as **Item 8**;
- Perform under the terms and conditions of a Contract to be awarded through this solicitation in accordance with the highest standards of integrity and business ethics. References are required as **Item 9**; and
- Provide required Certifications and Assurances (Template available in Attachment C). The completed and signed form is required as **Item 10**.

Organizational Capability and Capacity

> **Item 11.** Provide a brief history of the Proposer's organization:

- If the entity is submitting a proposal as a partnership, consortium, or joint venture, the roles and responsibilities of each party should be identified as well as the lead entity. A copy of the partnership, consortium or joint venture agreement must be included in this Item;
- If the entity is submitting a proposal using a Managing Director/Professional Employer Organization (PEO) Model, a copy of the agreement between the Managing Director and the PEO or staffing agency must be included in this Item; and
- If the entity is subcontracting any services, identify which services will be subcontracted and the rationale behind using a subcontractor rather than providing the services directly. Describe how subcontracts were or will be procured, their qualifications, and the basis for payment.

Also include:

- The year the organization was established;
- The location of home/corporate office, the location(s) of any regional offices, and the number of employees;
- Any other lines of business in which the organization is involved;
- A description of any corrective actions or sanctions placed on the organization, or any litigation to which the organization has been a party, in past or current Contracts; and
- A list of any Contract(s) that the organization has lost, or was terminated earlier than the contracted end date.

> **Item 12.** Include the proposed Staffing Plan, including each of the following items:

- a) Organizational Chart identifying each position in which the entity expects to employ staff to perform the Contract;
- b) Staffing structure that will:
 - Ensure that a senior manager will be assigned and on-site full-time (100% FTE) to this Contract, operate out of the Amarillo workforce center, and have the authority and autonomy to serve as a single point-of-contact for day-to-day operations, and program service delivery;
 - Ensure that two Cybersecurity/System Administrator IT professionals will be assigned full-time (100% FTE) to this Contract to support all network operations, hardware and software included in the service delivery system described above and to coordinate such support, along

with compliance with Board cybersecurity policies, with designated PWDB staff. Flexibility to place either of these positions at the Board level may be negotiated in any awarded Contract. These staff will, on a quarterly basis, provide security protected USB Flash Drive media to the PWDB Workforce Development Director and the WSP Senior Manager containing all applicable forms of authentication including but not limited to, access codes and passwords, needed for the service delivery system; and

- Ensure that the Sub-recipient will assign, at a minimum, one staff who is qualified and competent to safely and effectively operate the Mobile Workforce Development Services Unit.
- c) Complete job description for each type or classification of position in which the entity proposes to employ staff. This description must include, at a minimum:
- Job title;
 - Job duties and examples of work to be performed;
 - Required knowledge, skills and abilities;
 - Acceptable experience and training;
 - Certificates and licenses needed; and
 - Minimum and maximum pay for the position.
- d) Résumés for all proposed corporate management staff, by position and major responsibility. Include, in this Item, the résumés already submitted in Item 8 for a complete set in this Item. Each résumé must include, but is not limited to, the following information:
- Types and tenure of management roles in the workforce system;
 - Responsibilities;
 - Number of staff managed directly and indirectly; and
 - Size of the budget managed.
- e) Description of the organization’s Healthcare Insurance Plan and Coverage, and how it will be competitively procured;
- f) Policies for determination, calculation, and payment of Bonuses, One-time Merit Increases and Pay Raises;
- g) Procedures for ensuring that all employees undergo an initial criminal background check at the onset of the Contract awarded in this solicitation plus ongoing notification of the Board of any employee’s conviction of any criminal offense, classified as a misdemeanor or felony, during the term of the initial Contract and all renewals; and
- h) Description of the hiring preferences that would be provided for staff of the current Sub-recipient.

Programmatic Experience

- > **Item 13.** Include a list showing each contract/grant to deliver the services described in this RFP’s “Current Funding” section on Page 7 and/or any other similar program services since October 1, 2024 under which the entity has provided services and identify the following for each contract/grant:
- a) Term of contract or grant;
 - b) Funding source;
 - c) Funding agency;
 - d) Funding amount;

- e) Contact person;
- f) Geographic area served;
- g) Population groups served;
- h) Comparison of actual to contracted performance; and
- i) Monitoring findings and resolutions.

> **Item 14.** Describe, in narrative form, the Proposer’s experience during the past five years, in delivering workforce development services. Include at a minimum: performance, utilization of funds, awards, incentives, innovations and problems corrected. For each contract shown in the response to Item 13 above, provide names, phone numbers, mailing and email addresses for at least two funding agency references that can provide information related to the Proposer’s experience and performance.

Organizational Strategies and Plans

> **Item 15.** Describe, in no more than 250 words for each topic (items “a” though “i”), specify plans, strategies and goals, including specific quantified target(s) stating numbers, dates, etc., which could be incorporated into an awarded Contract, of how management will work with Board staff to ensure the successful operation of the One-Stop Centers, utilizing the entity’s:

- a) Experience in implementing integrated service models for workforce center systems;
- b) Experience with building an effective and diverse management team including any significant achievements that were a result of those management efforts.
- c) Management strategies for efficiently and effectively achieving the Board’s goals and TWC’s performance outcomes of contracts, including ensuring that performance measures will be met and spending benchmarks achieved;
- d) Knowledge, skills, abilities and experience with each of the workforce system programs to identify areas in Board policies and internal procedures that are needed specifically to perform the Contract, and identify the staff positions that will be responsible for implementation of those policies and procedures;
- e) Expertise and experience in:
 - Monitoring program activities and services for effectiveness and compliance;
 - Identifying suspected program fraud and/or abuse; and
 - Developing cybersecurity guidelines and procedures to protect cybersecurity assets from illicit access, use, alteration, destruction, and/or theft.
- f) Experience collaborating with employers and businesses, including:
 - Maximizing employment opportunities for job seekers and program customers utilizing Job Developments;
 - Developing specialized training programs with educators, training providers, and vendors;
 - Maximizing the use of on-the-job (OJT) training contracts, work-based learning, and Work Experience; and
 - Developing apprenticeship opportunities.
- g) Innovative strategies to utilize the Panhandle’s Mobile Workforce Development Services Unit to promote services both in rural communities and in local activities within the City of Amarillo;

- h) Experience with participation in collaborative activities with community partners to assist in the development of a qualified workforce to meet current and future employer and economic development needs; and
 - i) Equal Opportunity (EO) strategies to engage all of the Panhandle’s populations, without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, genetic information or reprisal.
- > **Item 16.** Describe, in no more than 250 words for each topic (items “a” through “f”), specify plans, strategies and goals, including specific quantified target(s) stating numbers, dates, etc., which could be incorporated into an awarded Contract, emphasizing customer service that the entity will employ, overall, to:
- a) Provide services, throughout the 26 counties of the Panhandle Workforce Development area, oriented to customers’ needs;
 - b) Hire, train and retain qualified staff, with PWDB input and oversight, to preserve a degree of institutional knowledge and demonstrate effectiveness in managing people and systems to address customer focus, customer service, and customer satisfaction, and maximizing the satisfaction of all customer groups with the area’s workforce services;
 - c) Efficiently and effectively balance the caseloads of staff within each program and across all programs;
 - d) Integrate the delivery of services across all workforce programs, ensuring that customers can access a broad range of effective services to help them find and retain employment, access training or retraining, and support those activities with child care and other needed resources;
 - e) Provide optimum job seeker services, including, but not limited to:
 - Increasing access to employment, education, training, and support services for individuals, particularly those with barriers to employment and economic success;
 - Providing priority of services to individualized career services and training services for public assistance recipients and other low-income adults and individuals who are basic skills deficient;
 - Increasing workforce program participant’s earnings; and
 - Improving economic and career success for program customers through financial literacy.
 - f) Secure confidential and personally identifiable information (PII).
- > **Item 17.** Describe, in no more than 250 words for each topic (items “a” through “k”), specify plans, strategies and goals, including specific quantified target(s) stating numbers, dates, etc., which could be incorporated into an awarded Contract, emphasizing customer service that the entity will employ, specific to each of the programs, to optimally utilize available funding while meeting customer service expectations and performance targets in:
- a) The WIOA Adult Program;
 - b) The WIOA Dislocated Worker Program;
 - c) The WIOA Youth Program;
 - d) The Reemployment Services and Eligibility Assessment (RESEA) Program;
 - e) The Temporary Assistance to Needy Families (TANF) – CHOICES Program;
 - f) The Temporary Assistance to Needy Families (TANF) – Non-custodial Parent (NCP) Program;
 - g) The Supplemental Nutrition Assistance - Employment & Training (SNAP E&T) Program;

- h) The Child Care Program(s), including the Child Care Services Formula Allocation, and the Child Care and Development Fund (CCDF) Child Care Local Match;
- i) The CCDF Quality Improvement Activity Program;
- j) The CCDF Quality Improvement Mentor Program; and
- k) Integrating with the VR Services including, but not limited to, the Summer Earn and Learn (SEAL) and Student Hireability Navigator Programs.

> **Item 18.** Include the following documents that the entity would utilize for the proposed contract:

- a) Standard Operating Procedures Manual; and
- b) Personnel Policies/Procedures, including, but not limited to:
 - Employee compensation and fringe benefits;
 - Holidays, vacation and sick leave;
 - Staff Evaluations; and
 - Equal Opportunity Plan.

PWDB Service Delivery Priorities

> **Item 19.** In no more than 250 words for each topic (items “a” through “m”), specify plans, strategies and goals, including specific quantified target(s) stating numbers, dates, etc., which could be incorporated into an awarded Contract, which the Proposer will employ to:

- a) Maximize customer enrollments in each of the programs listed in the Current Funding section on Page 7 of this RFP;
- b) Encourage staff to develop, and widen the scope of, job-lead referrals beyond the short-term preparation of positions into the most historically-selected entry-level ETPL occupations, such as Commercial Driving License (CDL), and Certified Nursing Assistant (CNA), for customers in all programs, to promote advancement toward overall higher wage gains;
- c) Maximize the availability and provision of training to program participants, targeted populations, and job seekers. This includes seeking out new, or additional, qualified training providers who provide, or are willing to develop or customize, programs or classes which are applicable to preparing students for entry-level positions in all of the Panhandle’s In-Demand and Target Occupations;
- d) Ensure that employers throughout the area have access to dedicated business-oriented staff available to provide a broad range of effective services and encourage employer engagement, including, but not limited to, collaboration with TWC’s Skills Development Fund initiatives, assisting in recruiting and hiring qualified workers, and developing sustainable implementation of employer and labor market information surveys that will provide productive representation of the region’s industries and employer needs, while not taxing employers’ cooperation in a long-term process;
- e) Designate at least one staff (100% FTE or the applicable and allowable TWC contracting requirements), dedicated solely to deliver personalized reemployment services to meet program expectations under the RESEA Program, to target Unemployment Insurance (UI) benefits claimants who are most likely to exhaust UI benefits before finding employment;
- f) Communicate and coordinate with TWC Wagner-Peyser Employment Services (ES) personnel, Texas Workforce Solutions Vocational Rehabilitation (VR) Services personnel, Texas Veterans

Commission (TVC) personnel, and other partners, housed in the WSP offices, in order to achieve high performance and customer satisfaction;

- g) Detail how the entity will provide each staff member with orientation and cross-training in all programs at a level sufficient to ensure functional integration of service delivery and require staff participation in training programs mandated by the PWDB. This cross-training is especially essential for staff providing services in rural communities, whether from the satellite offices in Borger and Hereford or from the Mobile Workforce Development Services Unit, as the smaller number of staff in each of these settings can be inverted with the higher degree of sufficient working knowledge in all programs often needed to serve rural customers. Such training may be conducted locally or out-of-region;
- h) Integrate the workforce service delivery system with the Adult Education and Literacy (AEL) partner(s) that expands the options for participants with employment and postsecondary education and training needs;
- i) Support a Career Pathways approach to postsecondary educations and training for youth and adults and their service-delivery options. This includes developing career pathways as well as potential programs or classes that could be integral to achieving customers' goals;
- j) Outreach, promote and engage:
 - Disconnected Opportunity Youth and young adults, using innovative tools including, but not limited to, events, allowable incentives, social media posts and hashtags;
 - Secondary school students utilizing Labor Market Information and talent pipelines;
 - Job Seekers, in addition to “walk-ins”, those who seek out WSP services; and
 - Families in need of subsidized Child Care services.
- k) Ensure that unemployed and under-employed populations are presented with opportunities for “Up-skilling” to promote moving along career pathways and advancing toward higher wages;
- l) Routinely assess and coordinate strengthening cybersecurity, including, but not limited to developing a Plan which will address such areas as Vulnerability Testing, Secure Configuration Management, Contingency Planning, Data Loss Prevention, and Disaster Recovery Procedures; and
- m) Utilize technology and staffing to improve social media presence and energize the www.wspanhandle.com website.

Financial Experience and Organizational Stability

- > **Item 20.** Describe, in no more than 250 words for each topic (items “a” through “e”):
 - a) The entity’s experience in developing and managing budgets from multiple funding sources to obtain organization goals, and experience with federal and State accounting practices and principles;
 - b) The entity’s fiscal management systems to include a description of the accounting system, audit and audit resolution, budget management, cash management, financial reporting, property management and procurement;
 - c) The entity’s method for performing self-monitoring for fiscal integrity, accuracy, performance, and compliance;
 - d) How the entity will forecast expenditures for direct client services; and

- e) The manner in which the entity will track, obligate, and de-obligate education and training payments, supportive services, and any other direct customer payments.
- > **Item 21.** List and/or identify for the entity:
 - a) Any disallowed costs that the entity has had to repay to a federal, State or local funding agency in the last five years and any pending issues or litigation where the entity might have financial liability;
 - b) The sources and amounts of funds available to pay any disallowed costs that might result from the operations of the One-Stop Centers under the entity’s management;
 - c) How the entity would structure repayment of any disallowed cost(s); and
 - d) The details and status of any bankruptcy petitions and any indictments or convictions of former or current employees for fraud, embezzlement, theft or conversion.
 - > **Item 22.** Provide the following (include the documents already submitted in Item 5 for a complete set in this Item):
 - a) Copies of fiscal monitoring reports for the last three years for each contract. Include both TWC and Board and/or other governing agencies monitoring reports. Describe efforts undertaken to address deficiencies identified in these reports;
 - b) A certified statement that all taxes are paid in full to Internal Revenue Service and any other federal or State agencies to include employment, franchise, income, and sales taxes;
 - c) A copy of the entity’s cost allocation plan and/or the indirect cost approval from a cognizant agency detailing how the organization’s costs are shared from multiple funding sources; and
 - d) Information about any funds previously under the entity’s control that have been de-obligated. Pertinent information would include but not be limited to: how much was de-obligated, when did the de-obligation occur, what program the funds were associated with, and whether it was a voluntary or a Board imposed de-obligation.
 - > **Item 23.** As part of the contract, the PWDB requires that the sub-recipient obtain a surety bond or other source of funding that is sufficient to cover the largest cumulative amount of all cash requests submitted by the Sub-recipient on any given day, or the cumulative amount of funds on hand at any given point. Provide information documenting how the entity will meet this requirement including, but not limited to, the source of funding to cover this requirement and documentation from a financial institution supporting the availability and amount of these funds.
 - > **Item 24.** Describe in detail the entity’s processes and procedures regarding accountability for contracted performance measures, resolution of any monitoring findings, observations, and repeat findings and follow-up. Include in this item, copies of the three most recent audits, including Single Audits, if applicable, and any management letter comments including corrective action plan to address the reportable conditions; and income statement and balance sheet through December 31, 2024, audited or unaudited. If the entity has not been audited, provide the last three years of financial statements. If the Proposer is a not-for-profit organization [501(c)(3)], provide a copy of the organization’s IRS Form 990 for each of the past three years.

PROPOSAL BUDGET

Using this solicitation’s budget forms (Templates are in an Excel format spreadsheet in Attachment D: Budget Detail Form – Personnel Costs – first worksheet tab “Personnel”; Management & Operation Line-Item Budget

Form – second worksheet tab “Management & Operation”; and Direct Services By Grant Line –Item Budget Form – third worksheet tab “Direct Services”) and instructions, the Proposer is required to present a line item budget, based on the funding amounts provided on page 7 of the RFP, detailing all of the entity’s proposed costs for managing the Panhandle’s workforce center operation.

- Include a budget narrative that describes each cost item and how it was calculated.
- Present a budget for a one (1) year period (October 1, 2025 – September 30, 2026). Actual allocations to local workforce development areas for the contract period and associated performance expectations have not been determined by TWC. The actual budget and performance expectations for the contract period October 1, 2025 – September 30, 2026 will be negotiated between the PWDB and the successful Proposer based on funding available for that period.
- Except for the workforce center personnel costs, fringe benefits, consumable office supplies (this includes customer and staff restroom supplies), postage, communication/advertising, professional services, and travel expenses, the PWDB will process payments directly to vendors.
- The PWDB manages and pays directly for the following items:
 - a) Lease of facilities;
 - b) Equipment rental/purchases;
 - c) Insurance (Equipment);
 - d) Furnishings;
 - e) Fixtures;
 - f) Utilities;
 - g) Telephone;
 - h) Connectivity;
 - i) Building and equipment maintenance;
 - j) Janitorial and landscaping services; and
 - k) Printing of WSP standardized forms.

Therefore, it is **not** necessary to include these items in the proposed budget. However, any similar costs associated with the administration of the Contract but located in Sub-recipient owned or leased facilities will be the responsibility of the Sub-recipient and **should** be included in the budget.

- Costs for direct services (e.g., child care, training, support services, etc.) will be paid by the PWDB directly to the appropriate parties based on the authorizations issued by the Sub-recipient. However, the Sub-recipient is responsible for managing budget amounts for all line-item expenses to include direct customer services costs for each funding stream.

Budget Detail Form – Personnel Costs

- > **Item 25.** The Proposer is required to put forward a potential staffing structure for the management and operation of the workforce centers using the spreadsheet in Attachment D – first worksheet tab “Personnel”. This item should detail the staffing structure on the Budget Detail Form – Personnel Costs as specified below:
- List the proposed staff positions in Column B. (Additional lines may be added as needed.);
 - Indicate whether the position is full time or part time in Column C;
 - State proposed annual salary range for each position in Column D;
 - Fringe Benefits are contained in Columns E through N. Provide estimated expense per employee in each

column as applicable to each of the benefits offered to employees;

- The total fringe benefit cost should be calculated in Column O;
- Estimated Payroll Taxes should be entered into columns P through S;
- The total of columns P through S should be calculated in Column T; and
- Column U should contain the total salary, fringe, and tax amount for each employee. (This column will equal the sum of columns D, O, & T.).

Management & Operation Line-Item Budget Form

- > **Item 26.** The Proposer is required to identify the administrative and program costs associated with management of the Workforce centers on Management & Operation Line-Item Budget Form in Attachment D – second worksheet tab “Management & Operation”. This budget must provide for all operational costs required to perform the work described in this solicitation except for those listed above which will be paid directly by the PWDB. All such costs must be necessary and reasonable. Any line item left blank due to inclusion in another line item must be explained. The allocation and classification of costs must be consistent with applicable statutes, rules and regulations, including TWC’s FMGC and other policies.
- These Costs include:
 - a) Personnel Costs – These costs should align with the amounts detailed in the Budget Detail Form – Personnel Costs;
 - b) Fringe Benefits – These costs should also align with the amounts detailed in the Budget Detail Form – Personnel Costs;
 - c) Insurance (Other than equipment) – Professional Liability and Auto coverage provided must equal or exceed those required in TWC’s FMGC. The successful Proposer must name PRPC as the certificate holder or additional insured when appropriate;
 - d) Office Expense;
 - e) Professional Services;
 - f) Rent and Related (Other than the workforce centers as listed above);
 - g) Travel - Travel and mileage costs should be based on the State-approved rates;
 - h) Payroll services, if applicable; and
 - i) Other Costs.
 - If you include indirect costs in your budget, you must include a copy of your indirect cost plan. Indirect cost plans must be either approved by a cognizant agency to meet the requirements of TWC’s FMGC and the appropriate OMB Circular(s), or must be submitted to the PWDB with supporting documentation for approval prior to contract execution.
 - Only for-profit Proposers may include profit. Any proposal to include profit must be contingent on meeting State and local performance measures and include a cap allowing profit of no more than 10% of other proposed expenditures.
 - If applicable, provide information to identify and assign a monetary value to any items (personnel, goods or services) that you will provide to conduct the contract, but which you will pay for through means other than contract funds. Identify the source of funds to be used to pay for such items.

Direct Services By Grant Line–Item Budget Form

- > **Item 27.** The Proposer is required to identify the costs associated with providing Direct Services to customers on the Direct Services by Grant Line-Item Budget Form in Attachment D – third worksheet tab “Direct Services”). This budget must provide for proposed figures to be spent on various direct services for clients as it would correspond to effective management of grant resources and appropriate management of required program activities. All such costs must be necessary and reasonable. These Costs include:
- Individual Training Accounts (ITA) are the primary method to be used for procuring training services under WIOA. Training services provided in this category must be linked to in-demand employment opportunities in the local area. – Estimates of these costs should be broken out and recorded by grant on the direct services spreadsheet line designated 1. ITA;
 - On-the-Job Training – This category may include placing participants in a registered apprenticeship program, customized training, incumbent worker training, or transitional jobs. – Estimates of these costs should be broken out and recorded by grant on the direct services spreadsheet line designated 2. OJT;
 - Support Services – This category may include, but is not limited to, child care, dependent care, housing, and needs related payments. These supportive services may only be funded when they are not available through other agencies and the services are necessary for the individual to participate in work or training activities. – Estimates of these costs should be broken out and recorded by grant on the direct services spreadsheet line designated 3. Supportive Services;
 - Subsidized Employment is a work activity that includes full-time or part-time employment in the private or public sector, where all or a portion of the participant’s wages are subsidized using federal or State funds. All subsidized employment placements must prepare and move participants into unsubsidized employment; cannot be used by employers to displace any existing employees; participants are allotted to employers who are expected to retain the participants as regular unsubsidized employees once the subsidized employment has ended, unless successful completion of the placement is expected to result in unsubsidized employment with a different employer; and wages are at least federal or State minimum wage, whichever is higher. – Estimates of these costs should be broken out and recorded by grant on the direct services spread sheet line designated 4. Subsidized Employment;
 - Transportation is a type of supportive service to be broken out separately. This supportive service may only be funded when it is not available through other agencies and the services are necessary for the individual to participate in work or training related activities. – Estimates of these costs should be broken out and recorded by grant on the direct services spread sheet line designated 5. Transportation;
 - Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate, and may take place in the private for-profit sector, the nonprofit sector, or the public sector. Work experience is especially critical in meeting WIOA youth expenditure requirements. – Estimates of these costs should be broken out and recorded by grant on the direct services spread sheet line designated 6. Work Experience;
 - Work Related Expenses may be provided when they are necessary for participants to accept or retain employment that pays at least the federal minimum wage. These expenses may be paid in advance or as a reimbursement based on a participant’s needs in relation to employment. Examples of work-related expenses include the following: tools; uniforms; equipment; car repairs; housing or moving expenses; and cost of vocationally required examinations or certificates. – Estimates of these costs should be

broken out and recorded by grant on the direct services spread sheet line designated 7. Work Related Expenses; and

- Other Costs.

Budget Narrative

- > **Item 28.** Provide a brief written description of the expenses included in each line item of the budget.

PROPOSAL CHECKLIST

- > **Item 29.** The Proposer is required to complete the Proposal Checklist in Attachment E which lists all required items of the solicitation in numerical order. Proposers must list the references and page number(s) in the proposal where each Item can be found in the last column titled “Proposal Page Numbers”.

VIDEO PRESENTATIONS

- > **Item 30.** Proposers will each have the opportunity to schedule, through the RFP Point of Contact (see Page 7 of this RFP) an optional, virtual Senior Manager / PWDB Review Staff workforce system discussion which will be recorded and shared with the PWDB’s Executive Committee during the review process.

The participant(s) from the Proposer should be the individual(s) most likely to be assigned to this Contract as described in Item 12 on Page 14 of this RFP:

- The senior manager who will be assigned and on-site full-time (100% FTE) to this Contract, who will operate out of the Amarillo workforce center, and have the authority and autonomy to serve as a single point-of-contact for day-to-day operations, and program service delivery.

If it is not possible for this individual(s) to participate, then the individual(s) next in-line upwards in the entity’s organizational structure may fill this role for the video recording. This individual(s) should discuss the strategies to be utilized under this Contract to address each of the following areas:

- The potential WIOA Reauthorization agreement’s 50% training mandate for the PWDA’s Title I Adult and Dislocated Worker funding streams;
- Workforce development and pathways for success for the PWDA’s Opportunity Youth;
- Meeting the Performance Target of enrollments in the Child Care Services program and minimizing the utilization of a Waitlist;
- Increasing the availability of quality Texas Rising Start (TRS) child care providers throughout the PWDA;
- Securing Third-Party Partnerships in the PWDA’s SNAP E&T Program;
- Providing services to customers, job seekers, and employers effectively in the rural areas of the PWDA; and
- Other workforce system topics, as time allows.

The following individual(s) designated as most likely to be assigned to this Contract, as also described in Item 12 on Page 14 of this RFP, are welcome and encouraged to be included in this discussion, if available:

- The Lead IT professional who will be assigned full-time (100% FTE) to this Contract to support

all network operations, hardware and software, along with compliance with Board cybersecurity policies.

This individual(s) should discuss:

- The PWDA's Information Security program responsibilities and supporting elements following the Texas Cybersecurity Framework (TCF); and
- Other workforce system IT topics, as time allows.

Discussions will be scheduled virtually in Closed Sessions on ZOOM individually, through the RFP Point of Contact, on Thursday and Friday, May 1st and 2nd, 2025, and on Monday and Tuesday, May 5th and 6th. No Proposers will be present during another Proposer's discussion.

NOTARIZATION

- > **Item 31.** The Proposer is required to complete the Notarization form in Attachment F which certifies that all the information contained in the Proposal is accurate and true, and that the Proposer acknowledges and accepts all instructions, terms and conditions included in the solicitation issued by the PWDB and certifies that they have been and will be in compliance.

GENERAL INFORMATION

Notice of Change

The PWDB reserves the right to correct errors and/or amend this solicitation, as it deems necessary. Notification of such changes will be provided to all Proposers that have received or requested this solicitation.

Withdrawal by Proposer

Proposals may be withdrawn only by delivery of a written request to the PWDB prior to the date and time specified for receipt of such proposals.

Award and Notification

A single contract will be awarded based on the screening and selection criteria specified in this solicitation. All Proposers will be notified in writing of the results.

Transition Plan

The awarded Proposer will be required to develop a written transition plan in coordination with the exiting Sub-recipient that addresses a timetable for transition, transfer of program-funded property, client records, assumption of or release from obligations, continuity of service delivery, and any preferences to be provided for hiring of current contractor staff.

If the current Sub-recipient is the successful Proposer, the plan will detail the transition to new contract expectations. The transition plan must be submitted to, and approved by, the PWDB prior to Contract execution.

TERMS AND CONDITIONS

General

Collaborative partnerships and/or the use of subcontractors are subject to the terms and conditions below:

- A collaborative partnership will be considered as a single qualifying entity, providing the proposal, designates a single lead entity to administer the Contract. The partnership arrangement must be formal and ensure that all of the Sub-recipient qualifications are met and can be administered by the lead entity.
- The use of a subcontractor(s) must be justified and the role of the subcontractor must be detailed in the completed proposal narrative. Related costs must also be specified in the proposal budget. All subcontracts must be compliant with the requirements for Sub-recipients and subcontractors in TWC's Agency-Board Agreement, and must include all required assurances. The PWDB will review all subcontracts for compliance prior to contract execution with the successful Proposer.

Access to Information

Upon request, Proposers must grant the PWDB and/or other authorized governmental entities access to records required to ensure compliance with related statutes, rules, and regulations applicable to responses to this solicitation.

Proposers must demonstrate that they possess sufficient working capital and adequate financial resources, or the ability to obtain such resources to repay any disallowed costs associated with the Contract to be awarded through this solicitation.

The PWDB reserves the right to request additional information from any and all Proposers; to confer with any individual, agency, employer, or grantee referenced in a proposal; and to contact other parties who may have relevant experience and/or knowledge of a Proposer's performance and qualifications. Additionally, the PWDB reserves the right to conduct a review of records, systems, procedures, credit and criminal histories and any other items related to any Proposer being considered for funding. This may occur prior or subsequent to the Contract award. Misrepresentation or substantive questions that may arise concerning a Proposer's ability to perform may result in the rejection of a proposal or cancellation of any Contract awarded. The PWDB also reserves the right to require the submission of any revisions to a proposal deemed necessary as a result of Contract negotiations.

Proposals become the property of the PWDB with accessibility and review rights granted to TWC. Proposals will be subject to the Texas Public Information Act (the Act), located in Texas Government Code Chapter 552 and may be disclosed to the public upon request. Subject to the Act, Proposers may protect confidential or proprietary information from public release. If the Proposer asserts that information provided in the proposal is confidential or proprietary information, it must clearly mark such information in boldface type and include the words "Confidential" or "Proprietary" at the top of the page in at least fourteen (14) point font. Furthermore, the Proposer must identify confidential or proprietary information and provide an explanation of why the information is exempt from public disclosure under the Act.

Funding and Financial Obligations

The funding and scope of services to be provided under any Contract resulting from this solicitation is dependent upon the award of resources by TWC. No legal liability on the part of the PWDB for payment of

any monies will exist unless and until funds are made available to the PWDB, and written notice of such availability is given to the Proposer awarded the Contract through this solicitation.

This request is not to be construed as a commitment of any kind. It does not obligate the PWDB to pay for costs incurred in the submission of a proposal or for any costs incurred prior to execution of a contract with the selected Proposer, unless specifically authorized in writing by the PWDB. Proposers may not use contract funds to pay any costs associated with the preparation of a response to this solicitation.

Offers

Offers must be valid for a period of 180 days following the date and time designated for receipt of proposals, and may not be withdrawn or canceled thereafter without the written permission of the PWDB.

The contents of a proposal may become contractually binding if the Proposer is selected for Contract award. Failure of a Proposer to accept this obligation may result in cancellation of the award.

The PWDB reserves the right to waive minor informalities in Proposals. Minor informalities are insignificant omissions or nonjudgmental mistakes that are matters of form rather than substance, evident from the Proposal document, with a negligible effect on contractual conditions that can be waived or corrected without prejudice to other Proposers.

No plea of error or mistake may be used by the successful Proposer as a basis for release from its offer. Any damages accruing to the PWDB because of the selected Proposer's failure to enter into a Contract may be recovered from the Proposer.

Awards

Any Contract resulting from this solicitation will be between PRPC and the successful Proposer. The Contract will be awarded to the responsible Proposer whose submission, conforming to this solicitation, will be most advantageous to the PWDB, considering price and other related factors. The PWDB will make the award, negotiate and execute the resulting Contract, subject to the approval of the PWDB, the PWDCB and PRPC's Board of Directors. Associated screening, review and scoring instruments are attached.

The PWDB reserves the right to accept proposals other than those offering the lowest cost, to reject any or all proposals and to waive informalities and minor irregularities in received proposals. The PWDB may accept any proposal item or group of proposal items unless the Proposer qualifies the proposal by specific limitations.

The Contract awarded as a result of this solicitation will be a cost reimbursement agreement. Reimbursement will be made only for costs incurred and charged in a manner consistent with the applicable federal and State statutes and amendments thereto, related regulations, contract terms, and rules and requirements of the PWDB.

The PWDB reserves the right to negotiate a limited-term transitional Contract if necessary to ensure continuity of services.

Protests

Proposers whose submissions are rejected or who believe their rights were not adhered to in the selection process may protest by directing inquiries to Michael J. Peters, Executive Director, PRPC, P.O. Box 9257, Amarillo, Texas 79105-9257, (806) 372-3381. Protests must be made in writing within seven (7) calendar days of notification of contract award, giving the basis for the protest and specifying all pertinent information. No relief will be awarded appellants not filing within the period specified above. Hearings will be conducted in accordance with existing PRPC procurement procedures.

SCREENING, REVIEW AND EVALUATION PROCESS

The Partnership Agreement between the PWDB and the PWDCGB specifies that PRPC, as administrative and fiscal entity and the agency contracting with the State of Texas, has the responsibility for procuring goods and services related to this solicitation. In keeping with applicable federal and State guidelines, selection criteria for the award of a Contract through this solicitation will include evaluation of a Proposer's underlying qualifications; organizational, administrative and fiscal capabilities; service delivery abilities and strategies; and cost effectiveness. All proposals received will be subject to the following review and evaluation process:

Step I - PRPC Staff Review

An initial screening of proposals will be performed by PWDB staff to ensure that submissions are responsive to this solicitation, conform to requirements and are acceptable for full review. A standard initial screening instrument will be utilized (Sample shown on Pages 29-31 of this solicitation). Subsequently, PWDB staff will conduct a full review and scoring of proposals, utilizing a standard scoring instrument (Sample shown on Pages 32-40 of this solicitation).

PWDB staff scoring results of each proposal and recordings of Senior Manager / PWDB Review Staff workforce system discussions will be forwarded to the PWDB's Executive Committee for review.

Step II - PWDB's Executive Committee Review

The PWDB's Executive Committee will, in a scheduled public meeting, determine whether additional scoring is necessary and if so, will score the proposals. PWDB staff will coordinate the PWDB's Executive Committee's activities and provide input, recommendations and technical assistance. Based on the results of the above process, the Executive Committee will formulate recommendations on the Contract award.

Step III – PWDB Meeting

The PWDB will consider the recommendations of the Executive Committee and staff during a scheduled public meeting. The group will vote to approve the recommendations on the Contract award.

Step IV - PWDCGB

The PWDCGB will vote to concur with the actions of the PWDB. If there is non-concurrence between the PWDB and the PWDCGB, terms of the PWDA's Partnership Agreement will be followed to resolve areas of non-concurrence.

Step V – PRPC's Board of Directors

Once there is concurrence between the PWDB and the PWDCGB, PRPC's Board of Directors will, in a scheduled public meeting, vote on authorization for execution of the resulting Contract. Sole parties to the Contract for service provision resulting from this solicitation will be the selected Service Provider (Sub-recipient) and PRPC.

INITIAL SCREENING SHEET

Proposer _____

To be considered for further review, a Proposer must demonstrate responsiveness to this solicitation as indicated by YES ratings on all the following questions.

Date and Time of Proposal Receipt _____

- **Reference RFP Page 7 and 12, Deadline for Submission**

Was the proposal received by the Deadline for Submission?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #1.**

Did the Proposer complete the Proposal Cover Sheet (Attachment B) and provide the required documentation of Legal Organization?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #2.**

Did the Proposer provide a “certificate of status” issued by the Texas Secretary of State as official evidence that the Proposer is a legally organized public, private not-for-profit or private for-profit entity or individual authorized to do business in the State of Texas?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #3.**

Did the Proposer provide documentation of possession of the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into a Contract to be awarded through this solicitation, to receive the funds authorized by such Contract, and to perform the services it has obligated itself to perform under such Contract?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #4.**

Did the Proposer provide copies of Program Monitoring Reports from the last three years to demonstrate the Proposer’s responsibility for effectively delivering program services and meeting performance expectations in an integrated workforce development system, including the unemployment compensation insurance program; job training; employment and employment-related educational programs; and the workforce development programs consolidated under the authority of Texas Labor Code § 302.021; and possess the ability to perform successfully under the terms and conditions of a Contract to be awarded through this solicitation?

YES

NO

- **Reference RFP Pages 13, Proposing Entities, Item #5.**

Did the Proposer provide copies of Fiscal Monitoring Reports, Audit Reports and Management Letters from the last three years to demonstrate effective financial performance under contracts with Workforce Development Boards by meeting all fiscal expenditure goals and the ability to utilize funds to derive organizational strategic objectives?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #6.**

Did the Proposer provide documentation from a financial institution supporting the availability and amount of funds to demonstrate that the Proposer possesses the financial resources, or the capability to secure such resources, as required during the performance of a Contract to be awarded through this solicitation, sufficient to repay any disallowed costs associated with such Contract?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #7.**

Did the Proposer provide Accounting and Procurement Policies and Procedures to demonstrate that it is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, and fiscal knowledge in accordance with federal, State, and generally accepted accounting practices?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #8.**

Did the proposal include résumés of key personnel in the positions of Program and Fiscal Management to demonstrate that the Proposer has successful experience performing the type of work described herein, or work similar in scope and nature?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #9.**

Did the proposal include references to demonstrate that the Proposer can perform under the terms and conditions of a Contract to be awarded through this solicitation in accordance with the highest standards of integrity and business ethics?

YES

NO

- **Reference RFP Page 13, Proposing Entities, Item #10.**

Does the Proposer provide the required completed and signed form for Certifications and Assurances (Attachment C)?

YES

NO

- **Reference RFP Page 24, Proposal Checklist, Item #29**

Did the Proposer sufficiently completed the Proposal Checklist (Attachment E)?

YES

NO

- **Reference RFP Page 24, Video Presentation, Item #30**

Did the Proposer’s submission provide a video presentation describing the entity’s vision of the future of workforce development and child care services and how a Contract awarded through this solicitation would fit into that vision?

YES

NO

- **Reference RFP Page 25, Notarization, Item 31**

Did the Proposer completed the required Notarization form in Attachment F?

YES

NO

Signature of Reviewer _____

Date of Review _____

FULL REVIEW AND SCORING SHEET

Signature of Reviewer _____ Date _____

Proposer _____

This proposal has been awarded a total of _____ out of 100 possible points by the reviewer.

Instructions: In the box for each scoring section, indicate the numeric score, using whole numbers, within the range shown on each continuum. Add all scores to determine total.

HISTORICALLY UNDERUTILIZED BUSINESS

1. The Proposer qualifies as a Historically Underutilized Business (HUB).

	0 pts. No	1 pt. Yes		<div style="border: 1px solid black; width: 40px; height: 30px; background-color: yellow;"></div>
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INITIAL QUALIFICATIONS

2. Items 1 through 10 - The Proposer provides sufficient information on the entity’s background, legal organization, and structure. The Proposer completed the Certifications and Assurances form in Attachment C.

Notes: _____

	0 pts. Poor	1 pt. Fair	2 pts. Good	3 pts. Excellent		<div style="border: 1px solid black; width: 40px; height: 30px; background-color: yellow;"></div>
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ORGANIZATIONAL CAPABILITY AND CAPACITY


3. Item 11 - The Proposer’s submission includes sufficient information on the entity’s history.

Notes: _____

	0 pts. Poor	1 pt. Fair	2 pts. Good	3 pts. Excellent		<div style="border: 1px solid black; width: 40px; height: 30px; background-color: yellow;"></div>
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4. Item 12 – The Proposer’s submission includes sufficient information on a Proposed Staffing Plan:
- a) Organizational Chart;
 - b) Staffing Structure;
 - c) Job Description for each type or classification of position;
 - d) Résumés of all proposed corporate management staff by position and major responsibility;
 - e) Description of Healthcare Insurance Plan and Coverage; and
 - f) Hiring preferences for staff of current Sub-recipient;


Notes: _____

0 pts. Poor	1 pt. Fair	2 pts. Good	3 pts. Excellent	
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PROGRAMMATIC EXPERIENCE – ITEMS 13 THROUGH 14

5. Item 13 - The Proposer’s submission includes sufficient information on the entity’s programmatic experience, since October 1, 2024, including:
- a) Term of contract or grant;
 - b) Funding source;
 - c) Funding agency;
 - d) Funding amount;
 - e) Contact person;
 - f) Geographic area served;
 - g) Population groups served;
 - h) Comparison of actual to contracted performance; and
 - i) Monitoring findings and resolutions.

Notes: _____

0 pts. Poor	1 pt. Fair	2 pts. Good	3 pts. Excellent	
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6. Item 14 - The Proposer's submission includes sufficient information on the entity's most recent experience including performance, utilization of funds, awards, incentives, innovations and problems corrected. For each contract shown in the response to Item 13 above, the Proposer's submission provides names, phone numbers, mailing and email addresses for at least two funding agency references.

Notes: _____

0 pts. Poor	1 pt. Fair	2 pts. Good	3 pts. Excellent
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ORGANIZATIONAL STRATEGIES AND PLANS – ITEMS 15 THROUGH 18

7. Item 15 - The Proposer's submission includes sufficient plans, strategies and goals, including specific quantified targets, utilizing the entity's:
- a) Experience in implementing integrated service models for workforce center systems;
 - b) Experience with building an effective and diverse management team, including significant achievements;
 - c) Management strategies for efficiently and effectively achieving Board and TWC's goals and performance outcomes, including meeting performance measures and spending benchmarks;
 - d) Knowledge, skills, abilities and experience with each of the workforce system programs to identify areas in Board policies and Sub-recipient internal procedures that are needed and staff positions responsible for implementation;
 - e) Expertise and experience in:
 - Monitoring
 - Identifying fraud
 - Cybersecurity
 - f) Experience collaborating with employers and businesses in:
 - Employment opportunities utilizing Job Developments
 - Specialized training programs
 - OJT, work-based learning, and Work Experience
 - Developing apprenticeships
 - g) Innovative strategies to utilize Mobile Workforce Development Services Units;

- h) Collaborative activities with community partners in development of a qualified workforce; and
- i) EO strategies;

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent	
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8. Item 16 - The Proposer’s submission includes sufficient plans, strategies and goals including specific quantified targets, that the entity will employ, overall, to:
- a) Provide services through the PWDA, oriented to customers’ needs;
 - b) Hire, train and retain staff, maximizing satisfaction of all customer groups;
 - c) Integrate service delivery across all programs; and
 - d) Provide optimum job seeker services.

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent	
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9. Item 17 - The Proposer’s submission includes sufficient plans, strategies and goals including specific quantified targets, that the entity will employ, specific to each program:
- a) WIOA Adult
 - b) WIOA Dislocated Worker
 - c) WIOA Youth
 - d) RESEA
 - e) TANF – CHOICES
 - f) NCP
 - g) SNAP E&T

- h) Child Care Formula and Match
- i) Child Care Quality Improvement
- j) Wagner-Peyser ES
- k) VR Services, including SEAL

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent
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10. Item 18 - The Proposer's submission includes:

- a) Personnel Policies/Procedures, including but not limited to:
 - Employee compensation and fringe benefits
 - Holidays, vacation and sick leave
- b) Affirmative Action / EO Plan
- c) Standard Operating Procedures Manual for workforce development programs

Notes: _____

0 pts. Poor	1 pt. Fair	2 pts. Good	3 pts. Excellent
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PWDB SERVICE DELIVERY PRIORITIES – ITEM 19

11. Item 19 - The Proposer's submission includes plans, strategies and goals, including specific quantified targets which the Proposer will employ to:

- a) Strive to fully re-open customer access;
- b) Ensure that employers have access to dedicated business-oriented staff;
- c) Ensure that employers have access to dedicated employers services staff;
- d) Develop implementation of employer and labor market information surveys;

- e) Designate staff dedicated to program expectations under RESEA;
- f) Communicate, coordinate and effectively manage ES, VR, and TVC personnel;
- g) Provide orientation and cross-training in all programs;
- h) Maximize availability and provision of training to program participants, targeted populations and job seekers;
- i) Implement an Integrated system with Adult Education and Literacy;
- j) Implement a Career Pathways approach with potential programs or classes;
- k) Outreach, promote and engage:
 - Out-of-school youth,
 - Secondary school students, and
 - Families in need of Child Care Services.
- l) Ensure that under-served and minority populations are presented with “Up-skilling” opportunities;
- m) Routinely assess and coordinate strengthening cybersecurity; and
- n) Utilize technology to improve social media presence and energize website.

Notes: _____

0 pts. Poor	3 pt. Fair	6 pts. Good	12 pts. Excellent	
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FINANCIAL EXPERIENCE AND ORGANIZATIONAL STABILITY – ITEMS 20 THROUGH 24

12. Item 20 - The Proposer’s submission sufficiently describes:
- a) The entity’s experience in developing and managing budgets from multiple funding sources;
 - b) The entity’s fiscal management systems including accounting, audit, audit resolution, budget management, cash management, financial reporting, property management and procurement;
 - c) The entity’s method for performing self-monitoring for fiscal integrity, accuracy, performance, and compliance;
 - d) How the entity will forecast expenditures for direct client services; and

- e) The manner in which the entity will track, obligate, and de-obligate education and training payments, supportive services, and other customer payments.

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent	
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13. Item 21 - The Proposer's submission lists/identifies:

- a) Any disallowed costs that the entity has had to repay to a federal, State or local funding agency in the last five years and any pending issues or litigation where the entity might have financial liability;
- b) The sources and amounts of funds available to pay any disallowed cost that might result from the operations of the one-stop centers;
- c) How the entity would structure repayment of any disallowed costs; and
- d) Details and status of any bankruptcy petitions and any indictments or convictions of former or current employees for fraud, embezzlement, theft or conversion.

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent	
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14. Item 22 - The Proposer's submission provides the following:

- a) Copies of fiscal monitoring reports for the last three years for each contract. Include both TWC and Board and/or other governing agencies monitoring reports. Describe efforts undertaken to address deficiencies identified in these reports;
- b) A certified statement that all taxes are paid in full to Internal Revenue Service and any other federal or State agencies to include employment, franchise, income, and sales taxes;
- c) A copy of the entity's cost allocation plan and/or the indirect cost approval from a cognizant agency detailing how the organization's costs are shared from multiple funding sources; and

- d) Information about any funds previously under the entity’s control that have been de-obligated. Pertinent information would include but not be limited to: how much was de-obligated, when did the de-obligation occur, what program the funds were associated with, and whether it was a voluntary or a Board imposed de-obligation.

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent
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15. Item 23 - The Proposer’s submission documents how the entity will meet the requirement of a surety bond or other source of funding that is sufficient to cover the largest cumulative amount of all cash request submitted by the Sub-recipient on any given day, or the cumulative amount of funds on hand at any given point, including, but not limited to, the source of funding to cover this requirement and documentation from a financial institution supporting the availability and amount of these funds.

Notes: _____

0 pts. Poor	1 pt. Fair	2 pts. Good	3 pts. Excellent
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16. Item 24 - The Proposer’s submission describes in detail the entity’s processes and procedures regarding accountability for contracted performance measures, resolution of any monitoring findings, observations, and repeat findings and follow-up. It includes copies of the three most recent audits, including Single Audits, if applicable, and any management letter comments including corrective action plan to address the reportable conditions; and income statement and balance sheet through November 30, 2024, audited or unaudited. If the entity has not been audited, it includes the last three years of financial statements. If the Proposer is a not-for-profit organization [501(c)(3)], it includes a copy of the organization’s IRS Form 990 for each of the past three years.

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent
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PROPOSAL BUDGET


The Proposer’s submission presents a line item budget (Attachment D) based upon the funding amounts provides, detailing all of the entity’s proposed costs for managing the Panhandle’s workforce center operation that appears to be allowable, necessary, reasonable, competitive and consistent with the specifications of the solicitation and proper cost allocation principles.

BUDGET DETAIL FORM – PERSONNEL COSTS – Item 25

17. Item 25 - The Proposer’s submission puts forward a potential staffing structure in the Budget Detail Form – Personnel Costs including the following:

- Proposed staff positions in Column B;
- Whether the position is full time or part time in Column C;
- State proposed annual salary for each position in Column D;
- Fringe Benefits in Columns E through N and the estimated expense per employee in each column as applicable to each of the benefits offered to employees;
- Total fringe benefit cost in Column O;
- Estimated Payroll Taxes in columns P through S;
- Total of columns P through S in Column T; and
- Column U containing the total salary, fringe, and tax amount for each employee.
(Equaling the sum of columns D, O, & T.)

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent	
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MANAGEMENT & OPERATION LINE-ITEM BUDGET FORM – Item 26

18. Item 26 - The Proposer’s submission identifies the administrative and program costs associated with management of the workforce centers in the Management & Operation Line-Item Budget Form and provides for all operational costs required to perform the work of the Contract (except for those listed which will be paid directly by the PWDB) including:

- Personnel Costs
- Fringe Benefits
- Insurance (Professional Liability and Auto)
- Office Expense
- Professional Services
- Rent and Related
- Travel
- Other Costs

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent
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DIRECT SERVICES BY GRANT LINE-ITEM BUDGET FORM – Item 27

19. Item 27 - The Proposer’s submission identifies the costs associated with providing Direct Services to customers on the Direct Services by Grant Line-Item Budget Form. These costs include:

- Individual Training Accounts (ITA)
- On-the-Job Training
- Supportive Services
- Subsidized Employment
- Transportation
- Work Experience
- Work Related Expenses
- Other Costs

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent
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BUDGET NARRATIVE – Item 28

20. Item 28 - The Proposer’s submission provides a written description of the expenses included in each line item of the budget.

Notes: _____

0 pts. Poor	2 pt. Fair	4 pts. Good	6 pts. Excellent
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RESOURCES ON THE INTERNET

Workforce Solutions Panhandle

<https://wspanhandle.com>

Panhandle Regional Planning Commission

<http://www.theprpc.org>

TWC Workforce Innovations and Opportunity Act (WIOA)

<http://www.twc.state.tx.us/partners/workforce-innovation-opportunity-act-wioa>

TWC Workforce Policy and Guidance

<https://www.twc.texas.gov/agency/laws-rules-policy>

TWC Financial Manual for Grants and Contracts

<https://www.twc.texas.gov/sites/default/files/finance/docs/financial-manual-for-grants-and-contracts-twc.docx>

TWC Skills Development Fund

<https://www.twc.texas.gov/programs/skills-development-fund>

TWC Eligible Training Provider System (ETPS)

<https://www.twc.texas.gov/agency/workforce-development-boards/eligible-training-providers>

LETTER OF INTENT TO PROPOSE

**PROPOSAL TO DELIVER WORKFORCE DEVELOPMENT AND CHILD CARE SERVICES
IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA**

To: Panhandle Regional Planning Commission (PRPC)
Attn: Workforce Development Division
P.O. Box 9257
415 Southwest Eighth Avenue
Amarillo, Texas 79105-9257
E-mail*: wdrfpquestions@theprpc.org
Fax*: (806) 373-3268

****Proposers must note that only the Letter of Intent to Propose may be emailed or faxed.
Completed Proposal Packets may not be emailed or faxed to PRPC.***

From:

Name	
Company	
Address	
City, State & Zip	
Telephone Number	
E-mail	

This Letter of Intent to Propose must be received in the office of PRPC no later than Friday, May 14, 2021 at 3:00 p.m.

Proposers should verify with the Point of Contact listed on Page 7 of the solicitation that the Letter of Intent to Propose has been received by PRPC. Proposals will NOT be accepted from Proposers who do not submit this letter by the required deadline.

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

PROPOSAL COVER SHEET

**PROPOSAL TO DELIVER WORKFORCE DEVELOPMENT AND CHILD CARE SERVICES
IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA**

Full Legal Name of Organization Proposing to Serve as the Single Contractor:	
Street Address:	
Mailing Address:	
Telephone Number:	
Web Site (if applicable):	
Name and Title of Designated Contact:	
Mailing Address:	
Telephone Number:	
E-mail Address:	
Organization’s Legal Status and Basis for Doing Business in Texas (corporation, partnership, sole proprietorship, etc.)	
Date Status Established:	
Is this Organization a Historically Underutilized Business? If “Yes”, include Historically Underutilized Business (HUB) Certificate. Yes <input type="checkbox"/> No <input type="checkbox"/>	
If your proposal was prepared by a consultant or a consulting firm, provide the name of the organization or individual, mailing address, telephone number and e-mail address.	

CERTIFICATIONS AND ASSURANCES

**PROPOSAL TO DELIVER WORKFORCE DEVELOPMENT AND CHILD CARE SERVICES
IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA**

Complete Proposal packages must include a completed version of each required form denoted in blue in this amendment. Incomplete Proposal packages will be deemed non-responsive.

No Award to Debarred or Suspended Vendor's Assurance

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (2 C.F.R. Part 417), Department of Labor (29 C.F.R. Part 98), Department of Education (2 C.F.R. Part 3485), and Department of Health and Human Services (2 C.F.R. § 376).

PRPC will not award a contract to:

- Any contracting entity or any principals of contracting entities that are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State Government.
- Any contracting entity or any principals of contracting entities that are within a three-year period preceding any proposal 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 or State) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- Any contracting entity or any principals of contracting entities that are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal or State) with commission of any of the offenses enumerated in paragraph.
- Any contracting entity or any principals of contracting entities that within a five-year period preceding the application of proposal being evaluated had any public transactions, or contracts (Federal or State) terminated for cause or default.
- Any contracting entity or any principals of contracting entities that are within a five-year period preceding the application or proposal being evaluated had in the course of any public transactions (Federal or State) forfeited, payment or a performance bond on any contracted job.

By signing this form, the Proposer certifies by their signature that none of the above exclusions apply to their company or business entity nor its principals indicating a lack of business integrity or business honesty that seriously and directly affects its responsibility. Failure to return this executed document with submitted Proposal documents may cause the Proposal to be deemed as non-responsive.

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

Felony Conviction Notification

PRPC requires compliance with State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, that a person or business entity that enters into a Contract with PRPC must give advance notice if the person, owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. PRPC reserves the right to terminate a contract with a person or business entity if it is determined that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction.

This notice is not required of a publicly-held corporation, but the company representative must check off a selection below (A, B or C).

Please check off a selection below:

- A. My firm is a publicly-held corporation, therefore, this report requirement is not applicable.
- B. My firm is not owned and/or operated by anyone who has been convicted of a felony.
- C. My firm is owned or operated by the following individual (s) who has/have been convicted of a felony.

Name of Felon(s): _____

Details of conviction(s): _____

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

Texas Corporate Franchise Tax

Pursuant to Article 2.45 Texas Business Corporation Act, State Agencies may not contract with for-profit corporations that are delinquent in making state franchise tax payments. The following certification, stating that the corporation making this proposal is current in its franchise taxes, is required.

_____ Not applicable (Proposer is not a corporation).

Indicate the certification that applies to the 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.

State Assessment

_____ Not applicable (Proposer is not a corporation); or

Indicate the certification that applies to the Corporation:

_____ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

_____ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

Drug-free Workplace

This certification is required by the Federal Regulations, implementing the Drug-Free Workplace Act of 1988, Pub.L 100-690, §§ 5150-5160 (41 U.S.C. § 8101 et seq., as amended); for the Department of Agriculture (2 C.F.R. Part 421), Department of Labor (29 C.F.R. Part 98), Department of Education (34 C.F.R. Part 86), and Department of Health and Human Services (2 C.F.R. Part 382).

The Proposer certifies that it shall provide a drug-free workplace:

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

Personally Identifiable Information

Proposers must recognize and safeguard personally identifiable information (PII), except where disclosure is allowed by prior written approval of the DOL Grant Officer or by court order, and must certify to meet the requirements in TEGL 39-11, and TWC WD Letters 02-18 and 13-08. Guidance on the Handling and Protection of Personally Identifiable Information (PII) is available and can be found at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872.

The Proposer certifies that it shall safeguard PII:

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

Conflict of Interest/Nepotism

Proposers may not contact or offer gratuities, favors or anything of monetary value to any officer, employee, agent or member of PRPC, the PWDB or the PWDCGB, for the purpose of influencing favorable disposition toward a proposal submitted in response to this solicitation. Violation of this instruction will cause such proposals to be rejected.

No employee, officer, or agent of PRPC or member of the PWDB or PWDCGB may participate in the discussion, selection, award, negotiation, or administration of the contract to be awarded as a result of this solicitation if a conflict of interest, real or apparent, would result. A conflict would arise when such an individual, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in the proposer selected for Contract award.

Proposers may not engage in any practices that restrict competition. Violation of this instruction will cause related proposals to be rejected. This does not preclude joint ventures or subcontracts, if such arrangements are approved by PRPC prior to funding.

The Proposer agrees to report any acts of conflict to the Executive Director or Chairman of the Board of Directors of PRPC immediately and complete the following form not later than the 7th business day after the date the Proposer becomes aware of facts that require the statement to be filed.

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
 - (2) the vendor:
 - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
 - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
 - (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
 - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
 - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
 - (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
 - (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or of a family relationship with a local government officer.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between; font-size: small;"> Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate </div> <p style="font-size: x-small;">Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p style="font-size: x-small;">Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p style="font-size: x-small;">Other (see instructions) ▶ _____</p>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I

 Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN, later*

Social security number								
			-			-		

or

Employer identification number								
		-						

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II

 Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Restrictions on the Use of Certain Public Subsidies

- **Restrictions on Travel.**
 - a) 2 C.F.R. § 200.474 requires that for domestic travel to be an allowable cost, it must be necessary, reasonable, allocable, and conform to the non-federal entity's written policies and procedures.
 - b) All travel must comply with the Fly America Act (49 U.S.C. § 40118), which states in part that any air transportation, regardless of price, must be performed by, or under a code-sharing arrangement with, a U.S. Flag air carrier if service provided by such carrier is available.
 - c) Foreign travel is not allowable except with prior written approval through the process described in 2 C.F.R. § 200.407 and 2 C.F.R. § 2900.16. Sub-recipients must submit such requests through TWC.
 - d) Pursuant to 2 C.F.R. § 200.474(a), the Sub-recipient must have policies and procedures in place related to travel costs; however, reimbursement on a mileage basis cannot be charged more than the maximum allowable mileage reimbursement rates for Federal employees for transportation by privately owned automobile and privately owned motorcycle. Mileage rates must be checked annually on the U.S. General Services Administration (GSA) Web site at www.gsa.gov/mileage to ensure compliance.
- **Lobbying.** As required by the Federal Regulations, implementing § 1352 of the Program Fraud and Civil Remedies Act, 31 U.S. Code § 1352, for the Department of Agriculture (2 C.F.R. Part 418), Department of Labor (29 C.F.R. Part 93), Department of Education (34 C.F.R. Part 82), Department of Health and Human Services (45 C.F.R. Part 93): 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, 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 cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- **Publicity.** No funds provided to the Sub-recipient shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall funds be used to pay the salary or expenses of any agent acting for such Sub-recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or EO proposed or pending before the Congress, or any state government, state legislature, or local legislative body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.
- **Whistleblower Rights.** Employees of the Sub-recipient are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The Sub-recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation (48 C.F.R. 3.908).
- **Reporting of Waste, Fraud and Abuse.** No entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

- **Undocumented Worker.** Pursuant to Texas Government Code § 2264.051, the Proposer certifies that the business, or a branch, division, or department of the business, does not and will not knowingly employ an undocumented worker as defined in Texas Government Code § 2264.001(4). The Proposer certifies that it shall establish and implement reasonable internal program management procedures sufficient to ensure its compliance with Texas Government Code § 2264.051.

Authorized Company Official's Name (Typed or Printed): _____

Authorized Company Official's Signature: _____

Date: _____

Budget Detail Form - Personnel Costs

Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H	Col. I	Col. J	Col. K	Col. L	Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U
Item #	Position Title	Full or Part Time	Annual Salary	Fringe Benefits								Payroll Taxes					Total Payroll Taxes	Total Salary, Fringe & Taxes		
				Medical Insurance	Dental Insurance	Vision Insurance	Life Insurance	Disability Insurance	Retirement	Incentive Pay	Leave Time	Worker's Comp	Other (Specify)	Total Fringe Benefits	Medicare	Social Security			SUTA	FUTA
1														0.00					0.00	\$0.00
2														0.00					0.00	\$0.00
3														0.00					0.00	\$0.00
4														0.00					0.00	\$0.00
5														0.00					0.00	\$0.00
6														0.00					0.00	\$0.00
7														0.00					0.00	\$0.00
8														0.00					0.00	\$0.00
9														0.00					0.00	\$0.00
10														0.00					0.00	\$0.00
11														0.00					0.00	\$0.00
12														0.00					0.00	\$0.00
13														0.00					0.00	\$0.00
14														0.00					0.00	\$0.00
15														0.00					0.00	\$0.00
16														0.00					0.00	\$0.00
17														0.00					0.00	\$0.00
18														0.00					0.00	\$0.00
19														0.00					0.00	\$0.00
20														0.00					0.00	\$0.00
21														0.00					0.00	\$0.00
22														0.00					0.00	\$0.00
23														0.00					0.00	\$0.00
24														0.00					0.00	\$0.00
25														0.00					0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Management & Operation Line-Item Budget Form

Line-Item	WIOA - Adult	WIOA - Youth	WIOA - DLW	WIOA - Rapid Response	Recruitment Services	CHOICES	NCP	SNAP	Child Care - Formula & Match	Child Care Quality	Child Care-Quality Mentor & Assessor	Wagner-Peyser	VETS	Special Initiatives	Total Cost
I. Personnel Costs															
1. Annual Salary															\$0.00
2. Temporary Staff															\$0.00
Total Personnel Costs	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
II. Fringe Benefits															
1. Medical Insurance															\$0.00
2. Dental Insurance															\$0.00
3. Vision Insurance															\$0.00
4. Life Insurance															\$0.00
5. Disability Insurance															\$0.00
6. Retirement															\$0.00
7. Incentive Pay															\$0.00
8. Leave Time															\$0.00
9. Worker's Comp.															\$0.00
10. Other (Specify)															\$0.00
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
III. Payroll Taxes															
1. Medicare															\$0.00
2. Social Security															\$0.00
3. SUTA															\$0.00
4. FUTA															\$0.00
Total Payroll Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
IV. Insurance															
1. Fidelity Bond															\$0.00
2. General Liability															\$0.00
3. Property															\$0.00
4. Professional Liability															\$0.00
5. Other (Specify)															\$0.00
Total Insurance	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
V. Office Expense															
1. Communications															\$0.00
2. Office Supplies															\$0.00
3. Postage															\$0.00
4. Printing															\$0.00
5. Staff Development & Training															\$0.00
6. Payroll Service															\$0.00
6. Other (Specify)															\$0.00
Total Office Expense	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00

Management & Operation Line-Item Budget Form

Line-Item	WIOA - Adult	WIOA - Youth	WIOA - DLW	WIOA - Rapid Response	Recruitment Services	CHOICES	NCP	SNAP	Child Care - Formula & Match	Child Care Quality	Child Care-Quality Mentor & Assessor	Wagner-Peyser	VETS	Special Initiatives	Total Cost
VI. Professional Services															
1. Audit															\$0.00
2. Legal Fees															\$0.00
3. Consultant Services															\$0.00
4. Other: (Specify)															\$0.00
Total Professional Services	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
VII. Rent & Related (other than the workforce centers)															
1. Electricity															\$0.00
2. Janitorial Services															\$0.00
3. Rent															\$0.00
4. Security Services															\$0.00
5. Utilities															\$0.00
6. Other: (Specify)															\$0.00
Total Rent & Related	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
VIII. Travel															
1. Mileage															\$0.00
2. Out-of-Town Travel:															\$0.00
a. Registration Fees															\$0.00
b. Meals, Lodging, Transportation															\$0.00
3. Other: (Specify)															\$0.00
Total Travel	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
IX. Other Costs															
1. Indirect Costs															\$0.00
2. Management Fee or Profit															\$0.00
3. Other: (Specify)															\$0.00
Total Other Costs	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
Total Operations Budget	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
% of Total Costs															

Direct Services By Grant Line - Item Budget Form

	WIOA - Adult	WIOA - Youth	WIOA - DLW	Trade Act	CHOICES	NCP	SNAP	Child Care - Formula & Match	Child Care - Quality	Total Cost
Direct Customer Services Costs										
1. ITA										\$0.00
2. OJT										\$0.00
3. Supportive Services										\$0.00
4. Subsidized Employment										\$0.00
5. Transportation										\$0.00
6. Work Experience										\$0.00
7. Work Related Expenses										\$0.00
8. Other: (Specify)										\$0.00
Total Direct Services Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Detail Form - Personnel Costs

Col. A	Col. B	Col. C	Col. D	Col. E	Col. F	Col. G	Col. H	Col. I	Col. J	Col. K	Col. L	Col. M	Col. N	Col. O	Col. P	Col. Q	Col. R	Col. S	Col. T	Col. U
Fringe Benefits														Payroll Taxes					Total Salary, Fringe & Taxes	
Item #	Position Title	Full or Part Time	Annual Salary	Medical Insurance	Dental Insurance	Vision Insurance	Life Insurance	Disability Insurance	Retirement	Incentive Pay	Leave Time	Worker's Comp	Other (Specify)	Total Fringe Benefits	Medicare	Social Security	SUTA	FUTA	Total Payroll Taxes	Total Salary, Fringe & Taxes
1														0.00					0.00	\$0.00
2														0.00					0.00	\$0.00
3														0.00					0.00	\$0.00
4														0.00					0.00	\$0.00
5														0.00					0.00	\$0.00
6														0.00					0.00	\$0.00
7														0.00					0.00	\$0.00
8														0.00					0.00	\$0.00
9														0.00					0.00	\$0.00
10														0.00					0.00	\$0.00
11														0.00					0.00	\$0.00
12														0.00					0.00	\$0.00
13														0.00					0.00	\$0.00
14														0.00					0.00	\$0.00
15														0.00					0.00	\$0.00
16														0.00					0.00	\$0.00
17														0.00					0.00	\$0.00
18														0.00					0.00	\$0.00
19														0.00					0.00	\$0.00
20														0.00					0.00	\$0.00
21														0.00					0.00	\$0.00
22														0.00					0.00	\$0.00
23														0.00					0.00	\$0.00
24														0.00					0.00	\$0.00
25														0.00					0.00	\$0.00
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Management & Operation Line-Item Budget Form

Line-Item	WIOA - Adult	WIOA - Youth	WIOA - DLW	WIOA - Rapid Response	Reemployment Services	CHOICES	NCP	SNAP	Child Care - Formula & Match	Child Care - Quality	Child Care - Quality Mentor & Assessor	Wagner-Peyser	VETS	Special Initiatives	Total Cost
I. Personnel Costs															
1. Annual Salary															\$0.00
2. Temporary Staff															\$0.00
Total Personnel Costs	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
II. Fringe Benefits															
1. Medical Insurance															\$0.00
2. Dental Insurance															\$0.00
3. Vision Insurance															\$0.00
4. Life Insurance															\$0.00
5. Disability Insurance															\$0.00
6. Retirement															\$0.00
7. Incentive Pay															\$0.00
8. Leave Time															\$0.00
9. Worker's Comp.															\$0.00
10. Other (Specify)															\$0.00
Total Fringe Benefits	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
III. Payroll Taxes															
1. Medicare															\$0.00
2. Social Security															\$0.00
3. SUTA															\$0.00
4. FUTA															\$0.00
Total Payroll Taxes	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
IV. Insurance															
1. Fidelity Bond															\$0.00
2. General Liability															\$0.00
3. Property															\$0.00
4. Professional Liability															\$0.00
5. Other (Specify)															\$0.00
Total Insurance	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
V. Office Expense															
1. Communications															\$0.00
2. Office Supplies															\$0.00
3. Postage															\$0.00
4. Printing															\$0.00
5. Staff Development & Training															\$0.00
6. Payroll Service															\$0.00
6. Other (Specify)															\$0.00
Total Office Expense	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
VI. Professional Services															
1. Audit															\$0.00
2. Legal Fees															\$0.00
3. Consultant Services															\$0.00
4. Other (Specify)															\$0.00
Total Professional Services	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
VII. Rent & Related (other than the workforce centers)															
1. Electricity															\$0.00
2. Janitorial Services															\$0.00
3. Rent															\$0.00
4. Security Services															\$0.00
5. Utilities															\$0.00
6. Other: (Specify)															\$0.00
Total Rent & Related	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
VIII. Travel															
1. Mileage															\$0.00
2. Out-of-Town Travel:															\$0.00
a. Registration Fees															\$0.00
b. Meals, Lodging, Transportation															\$0.00
3. Other: (Specify)															\$0.00
Total Travel	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
IX. Other Costs															
1. Indirect Costs															\$0.00
2. Management Fee or Profit															\$0.00
3. Other: (Specify)															\$0.00
Total Other Costs	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$0.00
Total Operations Budget	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
% of Total Costs															

Direct Services By Grant Line - Item Budget Form

	WIOA - Adult	WIOA - Youth	WIOA - DLW	Trade Act	CHOICES	NCP	SNAP	Child Care - Formula & Match	Child Care - Quality	Total Cost
Direct Customer Services Costs										
1. ITA										\$0.00
2. OJT										\$0.00
3. Supportive Services										\$0.00
4. Subsidized Employment										\$0.00
5. Transportation										\$0.00
6. Work Experience										\$0.00
7. Work Related Expenses										\$0.00
8. Other: (Specify)										\$0.00
Total Direct Services Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PROPOSAL CHECKLIST

**PROPOSAL TO DELIVER WORKFORCE DEVELOPMENT AND CHILD CARE SERVICES
IN THE PANHANDLE WORKFORCE DEVELOPMENT AREA**

Reference in RFP	Proposal Narrative Item	Description	Proposal Page number(s) and Section, Paragraph or Numbering Reference
Section on <u>Initial Qualifications for Proposing Entities</u> Page 13	Item 1	Proposal Cover Sheet (Attachment B), Entity's Legal Organization, HUB Certificate if applicable	
	Item 2	Certificate of status issued by Texas Secretary of State	
	Item 3	Documentation of express actual authority	
	Item 4	Program Monitoring Reports from last three years	
	Item 5	Fiscal Monitoring Reports, Audit Reports and Management Letters	
	Item 6	Documentation from financial institution supporting availability and amount of funds	
	Item 7	Accounting and Procurement Policies and Procedures	
	Item 8	Résumés of key personnel in Program and Fiscal Management	
	Item 9	References	
	Item 10	Certifications and Assurances (Attachment C)	
Section on <u>Organizational Capability and Capacity</u> Pages 14-15	Item 11	History of proposer's organization, location of offices, number of employees, other lines of business	
	Item 12	Staffing Plan: a) Organizational Chart b) Staffing structure c) Job description for each type or classification d) Résumés for all corporate management staff e) Description of Healthcare Insurance Plan and Coverage, and procurement f) Procedures for criminal background checks g) Hiring preferences for staff of current Sub-recipient	

Section on <u>Programmatic Experience</u> Page 15	Item 13	List of each contract/grant since 10/1/20 and identifying the following for each: a) Term of contract or grant b) Funding source c) Funding agency d) Funding amount e) Contact person f) Geographic area served g) Population groups served h) Comparison of actual to contracted performance i) Monitoring findings and resolutions	
	Item 14	<ul style="list-style-type: none"> • Entity’s most recent experience in delivering workforce services • At least two funding agency references for each contract in Item 13 	

Section on <u>Organizational Strategies and Plans</u> Page 16-18	Item 15	Descriptions of how the proposer will utilize the entity’s: a) Experience in integrated service models b) Management team building c) Management strategies d) Knowledge, skills, abilities and experience with each program for policies, procedures e) Expertise and experience in: <ul style="list-style-type: none"> • Monitoring • Fraud • Cybersecurity f) Experience collaborating with employers and businesses <ul style="list-style-type: none"> • Job Developments • Specialized Training • OJT, work-based learning, Work Experience • Apprenticeship g) Innovative strategies for Mobile Workforce Development Services Units h) Participation in collaborative activities with community partners i) EO Strategies	
	Item 16	Descriptions of how the proposer will: <ul style="list-style-type: none"> a) Provide services oriented to customers’ needs b) Hire, train and retain staff c) Integrate service delivery d) Provide optimum job seeker services e) Secure confidential information 	

	Item 17	<p>Specify plans, strategies and goals, including targets, for each program:</p> <ol style="list-style-type: none"> a) WIOA Adult b) WIOA Dislocated Worker c) WIOA Youth d) Reemployment Services and Eligibility Assessment (RESEA) e) Temporary Assistance to Needy Families (TANF) – CHOICES f) Temporary Assistance to Needy Families (TANF) – Non-custodial Parent (NCP) g) Supplemental Nutrition Assistance - Employment & Training (SNAP E&T) h) Child Care Program(s), including Child Care Services Formula Allocation, and Child Care and Development Fund (CCDF) Child Care Local Match i) CCDF Quality Improvement Activity j) CCDF Quality Improvement Mentor and Assessor k) Integrating with Wagner-Peyser Employment Services (ES) l) Integrating with VR Services including, but not limited to, Summer Earn and Learn (SEAL) 	
	Item 18	<p>Include the following documents:</p> <ol style="list-style-type: none"> a) Personnel Policies/Procedures, including, but not limited to: <ul style="list-style-type: none"> • Employee compensation and fringe benefits; and • Holidays, vacation and sick leave. b) Staff Evaluations; c) Affirmative Action/Equal Opportunity Plan; and d) Standard Operating Procedures Manual for workforce development programs. 	
<p>Section on <u>PWDB Service Delivery Priorities</u> Pages 18-19</p>	Item 19	<p>Strategies the entity will employ to:</p> <ol style="list-style-type: none"> a) Strive to fully re-open customer access b) Ensure dedicated business-oriented staff available c) Ensure dedicated employer services staff d) Develop and implement employer and labor market information surveys e) Designate staff to meet program expectations under RESEA f) Effectively manage ES personnel consistent with the Texas Model g) Provide orientation and cross-training h) Maximize availability and provision of training i) Integrate with AEL j) Implement Career Pathways approach k) Outreach, promote and engage: <ul style="list-style-type: none"> • Out-of school youth • Secondary school students • Job seekers 	

		<ul style="list-style-type: none"> • Families in need of child care services l) Ensure under-served and minority populations are presented with “Up-skilling” opportunities m) Assess and strengthen cybersecurity n) Improve social media presence and energize website	
Section on <u>Financial Experience and Organizational Stability</u> Pages 19-20	Item 20	Descriptions of the entity’s: a) Experience in developing and managing budgets b) Fiscal management systems c) Method of self-monitoring d) Expenditures forecasting e) Tracking, obligating and de-obligating education and training payments, supportive services and other direct customer payments	
	Item 21	List or identification of the entity’s: a) Disallowed costs b) Sources and amounts of funds available to pay disallowed costs c) Repayment structure of any disallowed cost(s) d) Details and status of any bankruptcy and indictments or convictions for fraud, embezzlement, theft or conversion	
	Item 22	a) Fiscal Monitoring Reports b) Certified statement of taxes paid in full c) Cost allocation plan d) Information about funds previously de-obligated	
	Item 23	Documentation source of funding sufficient to cover largest cumulative amount of cash requests	
	Item 24	<ul style="list-style-type: none"> • Description of entity’s processes and procedures regarding accountability • Copies of three most recent audits or financial statements, if applicable • Management Letter comments • Income statement through November 30, 2020 • Balance sheet through November 30, 2020 • IRS Form 990, if applicable 	

Section on <u>PROPOSAL BUDGET</u> Pages 20-23	Item 25	Budget Detail Form – Personnel Costs	Attachment D	
	Item 26	Management & Operation Line-Item Budget Form		
	Item 27	Direct Services by Grant Line-Item Budget Form		
	Item 28	Budget Narrative		

Section on <u>PROPOSAL CHECKLIST</u> Page 24	Item 29	Lists all required items of the solicitation in numerical order.	Attachment E – (Current Form)	
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Section on <u>VIDEO PRESENTATION</u> Page 24	Item 30	Proposers will each have the opportunity to schedule an optional, virtual (in Closed Session on ZOOM) Senior Manager / PWDB Review Staff workforce system discussion which will be recorded and shared with the PWDB’s Executive Committee during the review process. No Proposers will be present during another Proposer’s discussion.	Scheduled with RFP Point of Contact (Page 7 of RFP)	Page number not applicable
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Section on <u>NOTARIZATION</u> Page 25	Item 31	Certifies that all the information contained in the Proposal is accurate and true, and that the Proposer acknowledges and accepts all instructions, terms and conditions included in the solicitation issued by PRPC and certifies that they have been and will be in compliance.	Attachment F	
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Additional items in proposal, if any:

NOTARIZATION

I hereby certify that the information contained in this Proposal is accurate and true. I acknowledge and accept all instructions, terms and conditions included in the solicitation issued by PRPC and certify that they have been and will be in compliance.

Printed or Typed Name of Authorized Signatory

Title of Authorized Signatory

Signature of Authorized Signatory _____ Date

Subscribed and sworn to before me this _____ day of _____, 20____

(month)

In _____, _____, _____

(city) (county) (state)

SEAL

Notary Public in and for _____ County

State of _____

My Commission Expires: _____

(date)