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

Release RFP – March 19, 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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TABLE OF CONTENTS

Purpose of Solicitation	4
Background Information	4
Texas Workforce Commission.....	4
Panhandle Workforce Development Board and Consortium’s Governing Body	4
Panhandle Regional Planning Commission	4
Service Delivery Area	4
Governing Authorities	5
Current Organization and Infrastructure	6
Current Funding	6
Solicitation Schedule and Contact Information	7
Terms of Contract	8
Responsibilities of the PWDB and PRPC	8
Scope of Work Requirements	9
Service Delivery Requirements	9
Sub-recipient Requirements.....	10
Instructions for Proposers	11
Step One – Proposers’ Conference and On-site Visit	11
Step Two - Letter of Intent to Propose (<i>Using Attachment A</i>)	11
Step Three – Written Questions	12
Step Four – Completed Proposal Packets	12
Deadline for Submission	12
Packet Instructions	12
Instructions for Completing Proposals	13
Initial Qualifications for Proposing Entities (<i>Including Items 1-10 required in Proposal Submission</i>)	13
Organizational Capability and Capacity (<i>Items 11-12 required in Proposal Submission</i>)	14
Programmatic Experience (<i>Items 13-14 required in Proposal Submission</i>)	15
Organizational Strategies and Plans (<i>Items 15-18 required in Proposal Submission</i>)	16
PWDB Service Delivery Priorities (<i>Item 19 required in Proposal Submission</i>)	18
Financial Experience and Organizational Stability (<i>Items 20-24 required in Proposal Submission</i>)	19
Proposal Budget	20
Budget Detail Form - Personnel Costs (<i>Item 25 required in Proposal Submission</i>).....	21
Management & Operation Line-Item Budget Form (<i>Item 26 required in Proposal Submission</i>).....	22

Direct Services by Grant Line-Item Budget Form (<i>Item 27 required in Proposal Submission</i>).....	23
Budget Narrative (<i>Item 28 required in Proposal Submission</i>).....	24
Proposal Checklist (<i>Item 29 required in Proposal Submission</i>)	24
Virtual Presentation (<i>Item 30 required in Proposal Submission</i>)	24
Notarization (<i>Item 31 required in Proposal Submission</i>)	25
General Information	25
Notice of Change	25
Withdrawal by Proposer.....	25
Award and Notification.....	25
Transition Plan	25
Terms and Conditions	26
General	26
Access to Information	26
Funding and Financial Obligations	26
Offers	27
Awards	27
Protests	27
Screening, Review and Evaluation Process	28
Step I – Board Staff Review	28
Step II – PWDB’s Executive Committee Review.....	28
Step III – PWDB Meeting.....	28
Step IV – PWDCGB	28
Step V – PRPC’s Board of Directors	28
Initial Screening Sheet	29
Full Review and Scoring Sheet.....	32
Resources on the Internet	41

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).

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.

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.;
- Wagner-Peyser Act, 29 U.S.C. § 49 et seq.;
- 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 Chapter 809 Child Care Services Rules;
- 26 U.S. Code Chapter 23 - Federal Unemployment Tax Act;
- Texas Labor Code, Title 2, Protection of Laborers, and Title 4, Employment Services and Unemployment;
- Texas Government Code, § 2308;
- Texas Human Resource Code, Chapter 31, Financial Assistance and Service Programs, Chapter 33, Nutritional Assistance Programs, and Chapter 34, State Temporary Assistance and Support Services Program;
- Texas Property Code, Title 15, Fair Housing Practices;
- Texas Education Code, Title 3, Higher Education;
- Texas Unemployment Compensation Act;
- U.S Department of Labor Code of Federal Regulations (CFR) Title 29 – Labor, and Title 20 – Employees’ Benefits, and Employment and Training Administration (ETA) Directives;
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. 104-193; 42 U.S.C. §§ 601 et seq.;
- Jobs for Veterans Act (Pub. L. 107 – 288);
- The American Recovery & Reinvestment Act of 2009 (Pub. L. 111-5);
- Texas Administrative Code (TAC), Title 40, Part 20, Social Services and Assistance;
- Social Security Act §§ 401-419, 42 United States Code (U.S.C.) §§ 601-619;
- 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);
- 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 Board Plan, policies, and Memoranda of Understanding (MOUs).

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 19, 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 Virtual 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:

- Have an audit conducted annually in accordance with federal and State guidelines associated with the Single Audit Act, as amended; Super Circular; and UGMS.
- Maintain the following insurance coverage described below. All such policies shall name PRPC as additional insured. Copies of all such policies shall be provided to the PWDB on an annual basis:
 - a) General & Professional Liability Insurance, including Errors & Omissions. Coverage must provide, at a minimum, \$2,000,000 liability per occurrence, and \$4,000,000 aggregate liability;
 - b) Adequate and continuous auto liability insurance on all vehicles owned, leased or operated with program funds. Automobile insurance must provide a minimum of \$100,000 liability per occurrence, \$300,000 aggregate liability and \$100,000 property damage.
 - ❖ All Sub-recipient staff employed under this Contract who drive any vehicle during the normal scope and course of their employment will possess a valid Texas driver’s license and liability insurance. Individual staff liability insurance may be waived only if the Sub-recipient elects to maintain such coverage; and
 - c) Commercial Auto Non-Ownership Liability Insurance coverage for any exposure to potential “bodily injury” or “property damage” arising out of the Sub-recipient staff employed under this Contract who operate the PWDB’s Mobile Workforce Development Services Unit.
- Agree to maintain Operate the PWDB’s Ford/Farber Specialty Vehicle Mobile Workforce Development Services Unit, including:
 - a) Developing and following procedures for the proper use of the Unit;
 - b) 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;
 - c) 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;

- 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.
- 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);

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” though “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” though “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” though “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”.

VIRTUAL 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	<input type="text"/>
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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	<input type="text"/>
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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	<input type="text"/>
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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>