



**Request for Qualifications #002-18  
For  
Texas Rising Star Assessor and Mentor Services**

<b>ISSUANCE DATE:</b>	<b>August 31, 2018</b>
<b>PROPOSAL DUE DATE:</b>	<b>September 21, 2018 by 12:00 PM CST</b>
<b>EVALUATION PERIOD:</b>	<b>September 21-24, 2018</b>
<b>SELECTION:</b>	<b>September 27, 2018</b>
<b>CONTRACT START DATE:</b>	<b>October 1, 2018</b>

Issued by:  
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Auxiliary aids and services are available upon request to individuals with disabilities.  
Relay Texas: (800)735-2989 (TDD) or (800)735-2988(Voice) or 711

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## **PART 1 PURPOSE AND BACKGROUND**

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### **1.1 Background**

The Board of Directors for Workforce Solutions for the South Texas is a volunteer body appointed by the Chief Elected Officials of the three county region – Jim Hogg, Webb and Zapata. The Board is composed of individuals living in the area who represent local employers, organized labor, economic development, education, community-based organizations, state employment services, state human services department and state rehabilitation services. The majority of the members and the appointed Chair of the Board is representative of private sector employers, as these are the primary customer of the workforce development system, of which child care services is a part.

The mission of the Board is to support economic development through identification, advocacy for, and facilitating the development of a quality workforce and worker supports in the three county South Texas area. Through the administration of the Child Care Services Program under its purview, the Board aims to assist employers to retain a qualified and experienced workforce, to assist families to achieve, maintain and advance in occupations and careers and to promote the healthy development of early education of the future workforce in the region. The Board's objective is to ensure that these services are delivered in an efficient and customer-oriented manner to strategically enhance the economic vitality of this region.

### **1.2 Purpose of Solicitation and Service Contract Term Period**

The Texas Rising Star program is a Texas Workforce Commission accreditation program that is administered by each Board at the local level. The Texas Rising Star program is a voluntary process where a childcare provider can choose to have an outside entity come in and evaluate their program. The evaluation will consist of a standard set of criteria that exceeds the minimum standards required by child care licensing for health and safety, group size, child/staff ratios, caregiver training, and age-appropriate curricula and activities. Child Care providers who choose to become accredited as a Texas Rising Star are evaluated annually to ensure they continue to meet accreditation standards. The Texas Rising Star certification system offers three certification levels in center-based care (2-star, 3- star and 4-star) and two levels in home-based care (provisional or full) to encourage providers to attain progressively higher certification requirements. Each star reflects a higher level of quality that has been achieved by the provider. A Four Star provider has met the highest quality standards for this accreditation. Texas Rising Star certification is available for licensed child centers and licensed or registered homes.

This Request for Qualifications (RFQ) solicits proposals from qualified professionals to provide assessor and/or mentor services to current Texas Rising Star (TRS) providers and to child care providers who may be seeking TRS certification in the Workforce Solutions for South Texas workforce development area.

Workforce Solutions for South Texas CCS provides subsidized child care services to over 2,000 children per day and has agreements with over 100 child care providers (licensed child care centers, licensed homes and registered homes) with a total of 12 Texas Rising Star (TRS) certified providers.

#### **Services Contract Term Period**

Subject to the availability of funding, the contract term period will be October 1, 2018 to September 30, 2019. Workforce Solutions for South Texas reserves the right to offer up to three one-year (twelve month) extensions for selected contractor for TRS assessor/mentor services based on the evaluation of the services rendered, achievement of annual performance, availability of funds, and capacity of the contractors to meet new or revised standards for the assessment and mentoring of Texas Rising Star Program participants.

### 1.3 Texas Rising Star Purpose and Assessor Services Solicited

Services solicited in this RFQ for TRS Assessor/Mentor Services are to ensure that current Workforce Solutions for South Texas CCS TRS providers have met State requirements to remain at the current TRS level or to attain a higher level of TRS certification, and that non TRS providers have met State requirements to attain a TRS status. TWC rules prohibit a mentor from being an assessor for the same facility.

As a TRS Assessor will be responsible for performing effective assessments for the current Texas Rising Star providers and potential providers interested in the Texas Rising Star program to determine TRS certification status and will conduct annual monitoring visits to ensure the level of quality is maintained. The Assessor will be responsible for coordinating and implementing TRS assessment related activities, including:

- Conducting scheduled and un-announced TRS provider assessments (or re-certifications) within the required timeframe(s);
- Conducting observations in support of completing a TRS provider assessment process;
- Submitting written detailed reports summarizing findings and justification for assessment scores;
- Coordinating TRS schedules and maintaining contact with each Board's contact person regarding workload and required expectations of the Assessor.

As a TRS Mentor will be assisting providers to attain, maintain, and improve TRS certification status.

The Texas Rising Star Program offers quality care that exceeds the State's Minimum Licensing Standards for health and safety, group size, child/staff ratios, caregiver training, and age-appropriate curricula and activities.

Objectives for Texas Rising Star Certification are:

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

Eligible Providers

- Any child care provider that has a current agreement with a Workforce Board child care contractor to serve subsidized children and that meets either of the following criteria may apply for Texas Rising Star (TRS) Provider certification;
- Has the appropriate permanent license or registration from, and is in good standing with, the Texas Department of Family and Protective Services (TDFPS); or is regulated by the military, or is alternatively accredited by an organization approved by TDFPS as stipulated in Chapter 42, Subchapter E, of the Human Resource Code.
- Any provider that is on Adverse Action, Corrective Action, or exceeds nine total deficiencies on the TRS Pre-Screening tool **is not** eligible to apply for TRS Provider certification.
- Child care providers who are regulated by the military or who have attained one of the following national accreditations may be certified as a TRS Provider without going through the TRS Provider assessment process but must complete the TRS application process and meet the requirements of the TRS Pre-Screening tool:
  - National Association for the Education of Young Children (NAEYC)
  - National Early Childhood Program Accreditation (NECPA)

- National Accreditation Commission for Early Child Care and Education Program (NAC)
- Association of Christian School International (ACSI)
- National Association of Family Child Care (NAFCC)
- National AfterSchool Association (NAA)

The current Texas Rising Star Provider Certification Guidelines are available at:

<https://texasrisingstar.org/twc-staff/>

Please note the TRS guidelines have undergone a complete revision and the final recommendations for the revised guidelines have been submitted to the Texas Workforce Commission for approval. The recommended Texas Star Provider Certification Guidelines are available at: [www.twc.state.tx.us/svcs/childcare/texas-rising-star-workgroup.html#finalRecommendations](http://www.twc.state.tx.us/svcs/childcare/texas-rising-star-workgroup.html#finalRecommendations)

## **1.4 Contractor Qualifications**

Respondents must meet the following qualifications for Texas Rising Star (TRS) Assessor/Mentor:

### **Minimum Education**

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;
- Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
- Associate's degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given for required experience with a provider that is accredited or TRS certified.

### **Minimum Work Experience**

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

### **Demonstrated Knowledge**

- Best practices in early childhood education
- Understanding of early childhood evaluations, observations, and assessments for both teachers and children
- ITERS, ECERS-R, FCERS, TBRS, CLASS, or other assessment tools
- Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing

### **Other Preferred Skills**

- Bilingual (English and Spanish speaker)
- Ability to relate to individuals from culturally diverse backgrounds
- Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet
- Detail oriented with strong oral and written communication skills
- Basic administrative skills, including documentation including recordkeeping, electronic data management

### **Required Continuing Education and Professional Development**

- Complete annual professional development and continuing education consistent with child care licensing minimum training requirements for a center director

## **PART 2 SUBMISSION PROCEDURAL INFORMATION**

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### **2.1 Submittal of Proposals**

All responses to this RFQ, regardless of the method of submitting the application – in person, U .S Postal Service, United Parcel Service, Airborne Express, Federal Express, or any other delivery service must be received at the address specified below not later than 12:00 PM CST on Friday September 21, 2018.

Faxed or emailed Proposals are not acceptable. Proposals received after the due date and time will not be accepted or considered for award. Timely delivery of Proposals to the Board is the sole responsibility of the applicant. Proposals must be mailed or hand-delivered to:

**Workforce Solutions for South Texas**  
**ATTN: Bertha Millan, Workforce Supervisor/EO Officer/504 Coordinator**  
**500 E. Mann Rd. Suite B5, Laredo Texas 78041**  
**OR**  
**P. O. Box 1757, Laredo, Texas 78044**

Applicants may submit proposals anytime prior to the deadline between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Workforce Solutions for South Texas is not responsible for any errors or omission or otherwise on the part of the carrier regarding the due date and time.

### **2.2 Questions**

Board members, Board staff, and associated parties are precluded from entertaining any questions outside the written question process described above. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant

### **2.3 Solicitation Process**

This RFQ document and procurement process complies with all applicable Federal, State and local policies governing procurements under the grant funds to be contracted as a result of this process (see TWC Financial Manual for Grants and Contracts <http://www.twc.state.tx.us/business/fmgc/financial-manual-grants-contracts.html>.) This is not a purchase agreement, contract, or commitment to purchase the solicited services, nor does it commit the Board to pay for any costs incurred in preparation of a response to this RFQ.

### **2.4 Solicitation Schedule**

<b>ISSUANCE DATE:</b>	<b>August 31, 2018</b>
<b>PROPOSAL DUE DATE:</b>	<b>September 21, 2018 by 12:00 PM CST</b>
<b>EVALUATION PERIOD:</b>	<b>September 21-24, 2018</b>
<b>CONTRACT SELECTION:</b>	<b>September 27, 2018</b>
<b>CONTRACT START DATE:</b>	<b>October 1, 2018</b>

## 2.5 Proposer Debrief and Appeals Process

Proposers not selected by this procurement process may submit within ten (10) days of the receipt of notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was submitted and scored. The WSST Board shall acknowledge receipt of the Request for Debriefing in writing within ten (10) days of receipt. The Debriefing shall be scheduled as soon as possible and no later than ten (10) days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why they were not selected.

Proposals not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed within ten (10) calendar days of final WSST Board action with the WSST Quality Assurance/EO Officer/504 Coordinator. Final WSST Board action shall be considered to be the WSST Board meeting at which final selection of the proposals is made. Inquiries shall be directed to:

Bertha Millan  
Workforce Supervisor/EO Officer/504 Coordinator  
Workforce Solutions for South Texas  
500 E. Mann Rd. Suite B5  
P.O. Box 1757  
Laredo, Texas 78044-1757

The appeal must indicate the WSST Board action appealed and the violation forming the basis of the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within the time frame is a condition precedent. There is no relief accorded appellants for not filing within the published deadlines. Hearings shall be conducted in accordance with existing WSST Board's procedures, which will be provided to the appellant as soon as practicable after the WSST Board receives the appeal.

Request for Debriefing - A debriefing is offered as a courtesy to any bidder or proposer who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why they were not selected. A debriefing is not a forum to address proposer complaints.

Proposers not selected by this procurement process are entitled to no more than one debriefing for each proposal. If two proposals were considered together by the WSST Board in making a decision, proposers are entitled to one debriefing that will address each proposal. To be entitled to a debriefing, a proposer shall submit within ten (10) days of the receipt of WSST Board notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was submitted and ranked. Untimely requests shall not be entitled to a debriefing, unless the Executive Director determines that a justifiable excuse exists.

The WSST Board shall acknowledge receipt of the Request for Debriefing in writing within ten (10) days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible, but no later than ten (10) days from the receipt of the Request for Debriefing. The Executive Director may exercise his discretion in holding the debriefing conference telephonically. If a proposer is unavailable for a debriefing on the date provided in the notice, the proposer must notify the Executive Director forty-eight (48) hours in advance. Failure to do so may result in cancellation and/or waiver of the proposer's request for a debrief.

During pre-award debriefings, proposers are entitled to receive (1) WSST Board's evaluation of the offeror's proposal and (2) a summary of the rationale for eliminating the offeror from the competition. Proposers **are not** entitled to (1) the number of offerors, (2) the identity of other offerors, (3) the content of other offeror's proposals, (4) the ranking of other offerors, (5)

the evaluation of other offerors, (6) a point by point comparison of the debriefed offeror's proposal with those of other offerors, or (7) any other information that is confidential by law or excepted from public disclosure under the Public Information Act.

## 2.6 General Instructions for Submittal

This Request for Qualifications (RFQ) provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information to prepare a response. This RFQ guides the preparation of a responsive proposal to meet the Board's objectives.

FORMAT – The original proposal must be typed in no smaller than 12 point font and submitted on 8 1/2 x 11 inch paper. Each page of the proposal, with the exception of the coversheet, must be sequentially numbered, including attachments.

NUMBER OF COPIES – Submit one complete and signed in blue ink original, three complete copies, and an electronic copy on a USB drive with all original files in PDF format. The original proposal must be clearly marked "Original" on the Cover Sheet and bear original signatures. Documents submitted must be legible, complete and fully assembled. Any proposal lacking required copies or electronic copy will be deemed unresponsive, and will not be evaluated.

COVER SHEET -- All items on the Cover Sheet must be completed. Identify the primary contact person, as well as the Signatory Authority -- the person with the legal authority to negotiate and sign a contract. (This person must sign the certification forms.)

SEQUENCE OF SUBMISSION – The original proposal and proposal copies should be submitted with elements in the following order:

- Attachment A Proposal Cover Sheet
- Attachment B Proposal for TRS Assessor/Mentor Services – including all required documentation
- Attachment C Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and Drug Free Workplace Requirement
- Attachment D Certification Regarding Texas Corporate Franchise Tax
- Attachment E Certification Regarding Conflict of Interest
- Attachment F Assurances and Certifications
- Attachment G Non- Discrimination Statement

\*\*\*\*\* All original documents requiring a signature must be signed using blue ink. \*\*\*\*\*

## PART 3 SELECTION PROCESS

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Selection of contractor (s) shall be in accordance with the principles stated in the Board's plan and State plans, as well as other applicable laws, regulations and policy issuances from Federal, State, and Local entities.

The selection process used is intended to help identify qualified contractors that will form a vendor's list to perform assessor and mentor services as needed. Contractors must meet a minimum of **80 average weighted criteria points to be deemed responsive**. Selection of contractors will be based on the RFQ Evaluation phase that will result with a contractor ranking based on the average criteria weighted points. Selected Texas Rising Star Assessors will be placed on the vendor's list and may be assigned on a "as needed basis" and availability to perform assessor services. Selected Contractors will remain on the list until removed for lack of availability of funding or non-satisfactory performance in accordance with all TWC TRS Assessor requirements.

Individuals selected as an Assessor will be required to undergo a background check prior to conducting any work in a child care facility (center or home) on behalf of Workforce Solutions for South Texas. Proof of a background check that has



been completed no more than the prior six (6) months of an award will be accepted. Any associated expense related to the required background check will be the responsibility of the contracted Assessor.

**3.1 Minimum Standards of Determining Responsiveness of Proposals**

A proposal must meet minimum standards before being considered for further evaluation:

- a. Submitted by the deadline;
- b. Submitted in the required format;
- c. Contains all required elements, required signatures and required copies and USB drive;
- d. Format complies with proposal instructions
- e. Contains no evidence of conflict of interest.

**3.2 Evaluation Process**

The proposal review process will include: evaluation, rating, and ranking of proposals by qualified staff using the general criteria specified below. Workforce Solutions for South Texas assigns professional staff or qualified outside evaluators to read and evaluate each proposal. Each reader will score proposals independently; final scores will be the average of the independent scores of all readers. All references are validated and information will be provided to reviewers.

- a. Evaluators' scores for each proposal will be averaged and those with a minimum average score of 80 points or higher will be ranked by highest points to lowest points.
- b. A vendor's list will be formed in ranking order based on Evaluation Criteria

**3.3 Evaluation Criteria Point Value**

Selection of the Contractor shall be in accordance with federal procurement principles and the TWC Financial Manual for Grants and Contracts, which requires "full and open competition", fair and equal treatment, and "arms length" relationships with all potential applicants. Evaluators will award points for specific criteria with the highest possible total being 105 points.

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
1. Qualifications and References	30
2. Demonstrated Experience	45
3. Cost	25
4. HUB Certification <u>must be included</u> with the proposal to receive these points	5
Possible Proposal Points [Point average needed to be ranked - 80]	105

**1. Qualifications and References: 30 Points**

The respondent must meet or exceed the qualifications specified in Section 1.4 – Contractor Qualifications section of this RFQ. A proposer must offer proof of qualifications as evidenced by resume, transcripts and copies of certifications.

**2. Demonstrated Experience: 45 Points**

The proposing entity must demonstrate a history of successfully providing evaluations/assessments of child care providers. The proposer must demonstrate understanding of TWC TRS rules and regulations. Relevant experience must include the dates of services, description and the organizations for which the services were provided, contact names and phone numbers, and contract amount. Also, provide three references including contact name, phone number and email address.

### 3. Cost: 25 Points

Cost reasonableness will be determined by comparing each proposer's proposed cost to other proposals, and to existing rates throughout the State paid for TRS Assessor services. Proposed costs must be reasonable, necessary, allocable, and allowable. Hourly rate should be inclusive of all necessary expenses including mileage. An estimated number of hours per evaluation/assessment should be identified by facility type.

### 4. Historically Under-utilized Business: 5 Points

To receive points a signed certification for the proposing entity must be submitted. Pending certifications will not be considered.

## **PART 4 GOVERNING PROVISIONS AND LIMITATIONS**

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### 4.1 **Following are conditions that apply to this RFQ and to any subsequent contract.**

- a. The result of the procurement process is selection of contractors with whom to negotiate a contract for TRS Assessor services; however, the Board is under no legal requirement to execute a contract on the basis of any proposal.
- b. The Workforce Solutions South Texas reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is in the best interest of the WSST CCS Program.
- c. Proposals must conform to relevant state and federal laws and regulations governing the use of applicable funds for services and programs.
- d. WSST may negotiate a contract for services based on the evaluated proposal. WSST reserves the right to require specific modifications before agreeing to contract.
- e. The funding of any proposal is contingent upon receipt by the WSST funds from the State of Texas and/or the United States.
- f. Any costs incurred by the Proposer prior to the commencement date of a contract will not be paid from contract funds.
- g. Other than providing answers to questions during the Q/A Phase, WSST staff will not assist any proposer in the preparation of the proposal.
- h. All proposals and any attachments, appendices, or other information submitted as a part of a proposal become the property of the WSST upon submission and may be reprinted, published, or distributed in any manner by the WSST according to open records laws, applicable state and federal policies and procedures, as well as those of the Board. Subject to the Texas Public Information Act, respondents may protect trade and confidential information from release. Trade secrets or other confidential information, submitted as part of a proposal, shall be clearly marked at each page it appears. Such marking shall be in boldface type at least **14 point font**.
- i. No employee, member of the Board of Directors or other governing body, or representative of a proposer who submits a proposal may have any contact outside of the formal review process with any employee or any member of the Board for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, email, fax, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.
- j. WSST reserves the right to accept or reject any or all proposals received; to cancel this RFQ in part, or in its entirety; or to reissue the RFQ.

- k. In order to ensure that the needs of the region are adequately met, WSST reserves the right to request additional information and/or negotiate issues prior to making a selection.
- l. WSST reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.
- m. WSST reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who have experience and/ or knowledge of the proposer's relevant performance and/or qualification and to request additional information from any and all proposers. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of a contract resulting from this procurement.
- n. Solicitation and selection of proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of services. Proposers are responsible for familiarizing themselves with these laws and regulations.
- o. Non-Discrimination - As a condition for receipt of federal funds, the proposer must assure, with respect to the operation of the program and all agreements or arrangements to carry out the program, that the proposer is prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in programs funded with federal funds.
- p. This is a negotiated procurement utilizing the Request for Quote, and as such, award does not have to be based on the lowest priced offer, but rather to the respondent submitting the most responsive proposal that satisfies the WSST requirements.
- q. WSST reserves the right to conduct credit check, criminal history, drug tests, and other background investigation of the selected proposer and, if a corporation, its directors, shareholders, or partners and managerial and supervisory personnel retained by the proposer for the performance of the contract.
- r. The proposer will comply with conflict of interest requirements contained in TAC Title 40, Part 20, Chapter 801, Subchapter C - The Integrity of the Texas Workforce System.
- s. WSST reserves the right to make unilateral amendments to the ensuing contract if the funding changes and/or if it is in the best interest of the WSST CCS. In such cases, no additional solicitations of proposals are necessary. Such activity will be supported by contract performance.
- t. WSST reserves the right to negotiate the final terms of any and all contracts or agreements for placement on the vendors' list with respondents selected and any such terms negotiated as a result of this RFQ may be renegotiated and/or amended in order to successfully meet the needs of the Board's local plan and impose additional requirements and refinements in the terms and conditions, proposal for assessor services, performance measures, and funding amounts during the course of any agreement.
- u. WSST or its designee reserves the right to conduct a review of records, systems, procedures, etc. of any entity selected for funding. This may occur prior to, or subsequent to, the award of a contract or agreement. Misrepresentation of the respondent's ability to perform as stated in the proposal(s) may result in cancellation of any contract or agreement for services on the vendors' list that is awarded.
- v. WSST reserves the right to deem a proposal non-responsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFQ.
- w. Selected vendor must comply with Texas Government Code §2264 and WD Letter 07-08 and applicable changes in reference to public subsidies provided to employers.

Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, WSST, TWC, Office of the State Auditor, U.S. Department of Health & Human Services, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this RFQ for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

#### **4.2 Nature of agreement - Type of contract**

Contracts will be cost reimbursement; WSST will reimburse the selected contractor for costs incurred in accordance with Board policy and procedures.

#### **4.3 General reporting**

Contractors must provide reports on assessor services as required by WSST.

#### **4.4 Certifications**

Contractors are required to meet requirements contained in the Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug Free Workplace.

#### **4.5 Nondiscrimination and Equal Opportunity**

Contractors must conduct all programs in accordance with provisions of the laws and applicable rules and regulations issued under these laws, as they apply to specific programs or activities:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- The Age Discrimination Act of 1975, as amended;
- Americans with Disabilities Act of 1990, as amended;
- Non-traditional Employment for Women Act of 1991, as amended;
- Section 188 of the Workforce Investment Act.

Contractor will not deny benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Contractor will ensure that the evaluation and treatment of customers are free of such discrimination.

## **PART 5 ATTACHMENTS**

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Attachment A	Proposal Cover Sheet
Attachment B	Proposal for TRS Assessor and Mentor Services
Attachment C	Certifications Regarding Lobbying, Debarment, Lobby, and Other Responsibility Matters, and Drug-Free Workplace Requirements
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**ATTACHMENT A  
PROPOSAL COVERSHEET – RFQ#001-18**

<b>Individual/Organization name</b>	
<b>Mailing address</b>	
<b>Physical address (if different from above)</b>	
<b>City/State/Zip</b>	
<b>Contact person</b>	
<b>Contact Person Phone Number</b>	
<b>Contact Person Fax Number</b>	
<b>Contact Person Email Address</b>	
<b>Type of organization</b>	<input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> State government agency <input type="checkbox"/> Local government <input type="checkbox"/> Community college district <input type="checkbox"/> Local school district <input type="checkbox"/> Labor Union <input type="checkbox"/> Faith based org. <input type="checkbox"/> Other: _____
<b>Federal Employer ID</b>	
<b>Texas State Comptroller ID</b>	
<b>Typed Name &amp; Title of Authorized Signatory</b>	
<b>Signature &amp; Date</b>	

## ATTACHMENT B

### Texas Rising Star Assessor and Mentor Services RFQ Proposal

The following elements must be addressed in the proposal. Be sure to reference any required attachments in the responses. Proposers should state each RFQ question and then present their response to that question.

CRITERIA	MAXIMUM POINTS
1. Qualifications and References	30
2. Demonstrated Experience	45
3. Cost	25
4. HUB Certification <u>must be included</u> with the proposal to receive these points	5
Possible Proposal Points [Point average needed to be ranked - 80]	105

#### (1) Qualifications and References

1.1 Minimum Education – Please indicate in response which minimum education requirement applies. Also indicate in response any relevant qualifications above the minimum required. Provide a resume, transcripts, and copies of certifications.

- Bachelor’s degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science;
- Bachelor’s degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
- Associate’s degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given for required experience with a provider that is accredited or TRS certified.

1.2 Required Continuing Education and Professional Development - Provide description on how the proposed required annual professional development and continuing education consistent with child care licensing minimum-training requirements for a center director will be obtained. Indicate if you attended the training held March 1-6 (see Section 1.4).

1.3 Provide three professional references include Contact Name, Title, Phone Number and Email Address

#### (2) Demonstrated Experience

2.1 Please provide description of early childhood classroom experience, at a minimum, proposer’s response description must include at least one year of full-time early childhood classroom experience in a child care, Early Head Start, Head Start, or prekindergarten through third grade school program.

2.2 Please provide proposer’s experience of evaluations/assessments of child care providers; include the dates of services, description and the organizations for which the services were provided, contact names and phone numbers, and contract amount.

2.3 Check all acquired skills and provide any applicable documentation:

- Best practices in early childhood education
- Understanding of early childhood evaluations, observations, and assessments for both teachers and children
- ITERS, ECERS-R, FCERS, TBRS, CLASS, or other assessment tools
- Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing
- Bilingual (English and Spanish speaker)
- Ability to relate to individuals from culturally diverse backgrounds
- Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet
- Detail oriented with strong oral and written communication skills
- Basic administrative skills, including documentation including recordkeeping, electronic data management

### **(3) Cost**

3.1 Provide Hourly rate inclusive of all necessary expenses including mileage.

3.2 Provide an estimated number of hours per evaluation/assessment by facility type (licensed child care centers, registered and licensed home care, TRS providers and centers wanting to become TRS certified). (Note: Historically assessments of large centers have averaged 8-12 hours to complete, smaller centers and homes average six hours)

### **(4) Historically Underutilized Business**

A "Historically Underutilized Business" is an entity with its principal place of business in Texas, that is at least 51% owned by an Asian Pacific American, Black American, Hispanic American, Native American and/or American woman residing in Texas with a proportionate interest and active participation in the control, operations and management of entity's affairs.

Five bonus points will be awarded to responsive proposals submitted by a HUB certified by the Texas Comptroller of Public Accounts, or other bona fide certifying agency. HUBs must identify their certifying agency on the cover sheet, and attach a copy of the notice of certification to be eligible for points awarded under this section. Certifications that are expired or do not meet the criteria specified shall not be considered for the five points.

## **ATTACHMENT C**

### **CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS**

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

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

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

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

\* \* \* \* \*

Debarment, Suspension and Other Responsibility Matters: This certification is required by the Federal Regulations implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



\* \* \* \* \*

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR parts 85, 668 and 682) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, South Texas Workforce Development Board in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

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Signature Date

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Title

**ATTACHMENT D**  
**CERTIFICATION REGARDING TEXAS CORPORATE FRANCHISE TAX**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas must be signed by the individual authorized to sign the subcontract for the subcontract for the subcontracting entity.

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

Indicate the certification that applies to your subcontracting entity:

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

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

\_\_\_\_\_  
Name of Applicant/Organization

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative/ Date

**ATTACHMENT E**  
**CERTIFICATION REGARDING CONFLICT OF INTEREST**

By signature of this proposal, Applicant covenants and affirms that:

- (1) No manager, employee or paid consultant of the Applicant is a member of the Board, or a manager of the Board;
- (2) No manager or paid consultant of the Applicant is a spouse to a member of the Board or a manager of the Board;
- (3) No member of the Board or an employee of the Board owns or controls more than ten percent (10%) in the Applicant;
- (4) No spouse of a member of the Board or employee of the Board is a manager or paid consultant of the Applicant;
- (5) No member of the Board, President, or employee of the Board receives compensation from Applicant for lobbying activities as defined in federal laws or Chapter 305 of the Texas Government Code;
- (6) Applicant has disclosed within the Proposal any interest, fact or circumstance that does or may present a potential conflict of interest;
- (7) Should applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest. Applicant shall not be entitled to the recovery of any costs or expenses incurred in relation to any contract with the Board and shall immediately refund to the Board any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the Board relating to that contract.

Name of Applicant: \_\_\_\_\_

Name/Title of Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT F**  
**ASSURANCES AND CERTIFICATIONS**

Applicant warrants and assures the information contained in this proposal is true and correct and the costs described accurately reflect the cost of providing services.

No employee, member of a government board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Quote has offered or will offer any gratuities, favors, or anything of monetary value to any member of the South Texas Workforce Development Board, or any employee of the WSST Workforce Development Board for the purpose of or having the effect of influencing the decisions of the Board with respect to the organization or individual's proposal or any other proposal.

No employee, member of a governing board or board of directors, or any other individual associated with an organization or individual person offering a proposal under this Request for Quote has engaged or will engage in any activity which may be construed in restricting or eliminating competition for funds available under this Request for Quote.

The organization or individual possesses the legal authority to offer this proposal.

If the applicant is an organization, a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the submission of this proposal.

No person will be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of or in connection with any program operated with funds from this Request for Quote because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

We understand and agree that the WSST may utilize information provided outside of this request in evaluating this proposal.

We understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the proposal at the request of the WSST prior to execution of a contract.

We understand and agree that the WSST has the right to reject any and all proposals and negotiate outside of the terms of this proposal.

We understand and agree that the WSST is not required to select the lowest cost proposal.

We understand and agree that any material misrepresentation or deliberate omission of a fact in this proposal may be justification for rejection of the proposal.

Applicant will abide by the rules of the laws, acts, codes, etc. and all applicable rules and regulations promulgated there under, as a condition to award of contract from the South Texas Workforce Board with respect to operation of programs or activities and all agreements or arrangements to carry out Board funded programs or activities.

By signing I acknowledge that I agree to these assurances and certifications and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding.

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Signature Proposing Organization Authority

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Typed Name and Title Date

**Attachment G**

**PART 6 Certification of Non-Discrimination & Equal Opportunity Provisions of the Workforce Investment Act of 1998 (WIA)**

**29 CFR PART 37—IMPLEMENTATION OF THE NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS OF THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

(a)(1) Each application for financial assistance under Title I of WIA, as defined in §37.4, must include the following assurance:

As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I—financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Applicant's signature below indicates organization is agreeing to comply fully with the assurance and certifications as part of its responsibilities as a successful contractor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title