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701 E Whitestone Blvd, Suite 200
Cedar Park, Texas 78613
Phone: 512.244.7966
Fax: 855.326.3055
www.workforcesolutionsrca.com

REQUEST FOR PROPOSALS

For

Financial & Program Monitoring Services

***RURAL CAPITAL AREA WORKFORCE DEVELOPMENT BOARD, INC.
d.b.a.
Workforce Solutions Rural Capital Area***

*701 East Whitestone Blvd, Suite 200
Cedar Park, Texas 78613
(512) 244-7966*

Procurement Number: 320-15-23010

**ISSUE DATE: 9/05/2023
RESPONSE DEADLINE: 10/06/2023**

Workforce Solutions Rural Capital Area is an Equal Opportunity Employer/Program
Auxiliary Aids and Services are available upon request to individuals with disabilities
Relay TX: 711 or 1-800-735-2988 (Voice) or 1-800-735-2989 (TDD)

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1. GENERAL INFORMATION

1.1 Scope

The Rural Capital Area Workforce Development Board d.b.a. Workforce Solutions Rural Capital Area (WSRCA) is seeking proposals from qualified entities to perform both financial and program monitoring services of its contractors that satisfies WSRCA's obligations under its contract with the Texas Workforce Commission (TWC), the U.S. Department of Labor (DOL) and the Department of Commerce.

The Rural Capital Area Workforce Development Board d.b.a. Workforce Solutions Rural Capital Area (WSRCA) issues this Request for Proposal (RFP) to qualified parties to provide both financial and program monitoring services to include:

- Risk Assessment
- Monitoring Plan;
- Monitoring Services; and
- Reports.

Monitoring must be performed with the requirements set forth in the TWC Financial Manual for Grants and Contracts and in accordance with Texas Administrative Code Title 40, Part 20, Chapter 802, Integrity of the Workforce System. Instances of fraud, waste and illegal acts or indications of such, including all questioned costs must be covered and reported to Texas Workforce Commission (TWC).

Respondents may submit a proposal for either financial monitoring, program monitoring or both.

The WSRCA's preference is to receive the final reports for all services no later than December 1, 2024. The exact dates of the entrance conference, fieldwork visits and final report will be negotiated with the successful Respondent.

This RFP provides a uniform method for the procurement of Financial Monitoring Services. It contains the necessary background, requirements, instructions, and information for responding to this RFP.

Prior to execution of contract, successful Respondent must complete and sign the following:

- Certification Regarding Drug Free Workplace
- Certification Regarding Lobbying
- Certification Regarding Conflict of Interest
- Certification of Compliance with Texas Family Code

Subrecipient Contractors		
Contractor	Contract	Contract Award
Neighborhood Centers Inc (NCI)	Child Care Services	\$31,445,194
Arbor E & T, LLC d.b.a Equus Workforce Solutions (Equus)	Workforce Development Services	\$9,700,309
Smithville Workforce Training Center (SWTC)	Good Jobs Challenge Grant Backbone Organization	\$470,400
Workforce Network, Inc. (WNI)	Good Jobs Challenge Grant Backbone Organization	\$375,700
Breakdown of Awarded Grants		
Workforce Innovation and Opportunity Act (WIOA) Adult		\$1,193,638
WIOA Dislocated Worker		\$2,087,227
WIOA Youth		\$1,392,329
Non-Custodial Parent		\$131,924
Temporary Assistance to Needy Families (TANF) /Choices		\$1,709,300
Supplemental Nutrition Assistance Program Employment and Training		\$286,485
Trade Adjustment Assistance		\$10,000
Re-employment Services and Eligibility		\$376,595
Rapid Response		\$33,488
H-1B Rural Healthcare Initiative		\$2,380,000
Wagner-Peyser Employment Services		\$250,559
Middle Skills Employment Supplies Pilot Project		\$54,430
Workforce Commission Initiative		\$56,647
High Demand Job Training Program		\$41,480
Teacher Externships		\$200,000
Skills Development Fund		\$245,730
Apprenticeship Texas Expansion		\$369,205
PATHS for Texas		\$1,065,000
Good Jobs Challenge		\$12, 087,373
Breakdown of State Awarded Contracts		
Summer Earn and Learn		\$1,064,982
VR Navigator		\$106,365

1.2 Background on WSRCA

WSRCA is a certified local workforce development board serving Bastrop, Blanco, Burnet, Caldwell, Hays, Fayette, Lee, Llano and Williamson Counties and is incorporated as a 501(C) (3) private, non-profit organization.

It is the grant recipient and administrative entity for specified federal and state programs. WSRCA has responsibility for planning, administration, and oversight of employment, training and subsidized childcare programs. The Board also determines the types and areas of training provided; the delivery of training, employment, and related services; and the policy on procurement and selection of service providers.

The Board of Directors is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the state employment service, state department of human services, literacy and vocational rehabilitation agencies. Representatives of the private sector constitute a majority of the Board membership.

1.3 Point of Contact

Procurement Contact: **Chris Myers**

Board Address:

Workforce Solutions Rural Capital Area
701 East Whitestone Blvd, Suite 200
Cedar Park, Texas 78613

WSRCA utilizes Bonfire for all steps of this procurement. Please utilize our Bonfire portal page for all communication and proposal submittal.

<https://workforcesolutionsrca.bonfirehub.com/>

1.4 Procurement Schedule

All dates are subject to change at WSRCA's discretion.

Issuance of RFP	September 5, 2023
Intent to Respond	September 15, 2023
Deadline for Written Questions	September 25, 2023
WSRCA Posts Response to Written Questions	September 27, 2023
Response Deadline	October 6, 2023
Tentative Award Announcement	October 31, 2023
Contract Start Date	January 1, 2024

1.5 Intent to Respond

Prospective respondents will need to create an account on our Bonfire Portal. Once created, respondents are encouraged to declare their Intent to Respond by September 15, 2023 via Bonfire Portal in the vendor discussion.

<https://workforcesolutionsrca.bonfirehub.com/>

1.6 Announcements and Amendments Regarding this RFP

WSRCA will post all official communication regarding this RFP, including notice of tentative award, on the WSRCA's website at

www.workforcesolutionsrca.com,

<https://workforcesolutionsrca.bonfirehub.com/> and the Electronic State

Business Daily (ESBD) <http://www.txsmartbuy.com/sp>. WSRCA reserves the right to revise the RFP at any time. Responses must comply with any changes, amendments, or clarifications posted to WSRCA's website prior to the date the Response is due. **It is the responsibility of interested parties to periodically check the WSRCA website, ESBD, or Bonfire for updates to the procurement prior to submitting a Response.**

1.7 Eligible Respondents

In accordance with the Department of Labor (DOL) regulations at 29 CFR Part 98, WSRCA is prohibited from awarding funds to any party debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs. Respondents are responsible for familiarity with all applicable regulations and applying them in developing the RFP response. Respondent selected will be required to assume full responsibility for all activities and services included in the contract. No assignment of contract or interest, in any part, to any third party shall be allowed. Respondents must have the following qualifications:

- Knowledgeable and experienced in financial monitoring services.
- Knowledgeable and experienced in workforce and childcare programs delivered by workforce boards.
- Knowledgeable and experienced in program monitoring services.
- Knowledgeable of State and Federal regulations with a preference for exposure to Workforce Service delivery.

1.8 Subcontracts

Any subcontractors must be specified in the proposal narrative and procurement standards must be followed. All standards that apply to contractors must be followed by any subcontractors. Subcontracting does not relieve the contractor of any responsibilities of the contract.

1.9 Historically Underutilized Businesses

State and federal program subrecipients are required to make a good faith effort to contract with, or make purchases from, historically underutilized (disadvantaged) businesses certified by the State of Texas, as that term is defined by state law in the Texas Government Code, Title 10, Subtitle D, Chapter 2161.

1.10 Administration of this Request for Proposals

1.10.1 Governance

Fiscal requirements programs and program activities to be monitored via this RFP are governed by the Department of Labor, Department of Commerce, Department of Health and Human Services, Administration of Children and Families, Department of Agriculture, Texas Workforce Commission (TWC), TWC's Financial Manual of Grants and Contracts (FMGC), applicable Office of Management and Budget (OMB) Circulars, WSRCA's Integrated Plan, and WSRCA's Policies and Procedures.

1.10.2 Type of Contract

WSRCA may execute a fixed-fee or cost reimbursable contract. All contracts shall be contingent upon the receipt of sufficient funding from TWC. Final contracts will also be subject to any changes in the legislation, regulations or policies promulgated by the federal and state funding sources. WSRCA retains the right to vary or change the terms of any contract solicited via this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary in the interest of WSRCA.

WSRCA reserves the option to renew the contract on an annual basis, or lesser period of time for a total contract term not to exceed five consecutive years total.

1.11 Governing Provisions and Limitations

Violation of any of the following provisions may cause a Response to be rejected.

- The only purpose of this RFP is to ensure uniform information in the solicitation of Responses and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the WSRCA to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WSRCA. The WSRCA will not pay any costs for the preparation of a response to this RFP.
- The WSRCA reserves the right to negotiate the final terms of any and all contracts or agreements with Respondents selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the WSRCA.
- The WSRCA reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the TWC or other funding sources or due to legislative changes.
- Respondents shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WSRCA for the purpose of having an influencing effect toward their own Response or any other proposal submitted hereunder.

- No employee, officer, or agent of the WSRCA shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a Response to be rejected. This does not preclude joint ventures or subcontracts.
- All Responses submitted must be original work products of the Respondents. The copying, paraphrasing or other use of substantial portions of the work product of others and submitted hereunder as original work of the Respondent is not permitted. Failure to adhere to this instruction may cause the Response(s) to be disqualified and rejected.
- The contents of a successful Response may become a contractual obligation if selected for award of a contract. Failure of the Respondent to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful Respondent(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to the WSRCA as a result of the Respondent's failure to contract may be recovered from the Respondent.
- A contract with the selected Respondent may be withheld, at WSRCA's sole discretion, if issues of contract or questions of non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by WSRCA if resolution is not satisfactory to WSRCA.
- Under Texas Government Code Section 552.003, WSRCA is subject to the Texas Public Information Act and the information provided in response to this RFQ will be made accessible to the public. If a Respondent believes that any information contained in its application qualifies for an exception to the Public Information Act, it must clearly indicate which information is deemed confidential and clearly state the grounds for the exception.

2. SERVICES SOLICITED

2.1 Applicable Rules and Regulations

- Portions of the Social Security Act [42 USCA Section 301]; § 403-419, 42 U.S.C. § 603-619, as amended;
- 40 Texas Administrative Code (TAC) Chapters 800, 801, 809, 811, and 813;
- Consolidated Appropriations Act of 2005, Public Law (Pub. L.) 108-447;
- Balance Budget Act of 1997, Pub. L. 105-33;
- Deficit Reduction Act of 2005, Pub. L. 109-171;
- Texas Human Resources Code, Chapters 31, 34, and 44;
- State law at Texas Labor Code, Chapters 302 and 307;
- Wagner-Peyser Federal Regulations at 20 Code of Federal Regulations (CFR) Part 652
- Workforce Innovation and Opportunity Act (WIOA) of 2014 [Public Law 113-128] and the federal regulations at 20 CFR Parts 603 and 651 through 688;
- Food Stamp Act of 1977, 7 U.S. Code (U.S.C.) §§ 2011-2036 et seq. (the Act) as amended by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), 42 U.S.C. § 601 et seq., and the Balanced Budget Act of 1997, 42 U.S.C. §§ 603a-609a;

- Farm Security and Rural Investment Act of 2002 [Public Law 107-171];
- Food Conservation, and Energy Act of 2008 [Public Law 110-246];
- 7 Code of Federal Regulations (CFR) Parts 271-273;
- Approved SNAP E&T State Plan of Operations;
- Supplemental Nutrition Assistance Program Employment and Training: A Comprehensive Guide
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) [Public Law 104-193] 42 U.S.C. §§601 et. Seq.;
- Federal regulations issued by the US Department of Health and Human Services at 45 CFR Parts 270 through 275, inclusive, for services funded by Temporary Assistance to Needy Families, federal regulations 45 CFR Part 260 through 265;
- Approved State Plan for TANF;
- Approved Texas TANF Work Verification plan;
- The TWC Choices Guide;
- Child Care and Development Block Grant Act of 1990, 42 U.S. Code (U.S.C.) §§ 9858 et seq;
- Approved State Plan for CCDF;
- Trade Act of 1974, 19 U.S.C. §§ 2271-2322, as amended, Public Law 93-618, as amended;
- Trade regulations at 20 C.F.R. Part 617 and 29 C.F.R. Part 90;
- All related United States Department of Labor guidance for work training programs;
- Sections of the TAC title 40, Part 20 and the Texas Government Code Chapter 2308, as they pertain to the workforce center systems, operations, and programs;
- Approved Local Workforce Development Integrated Board Plan, including amendments;
- Workforce Development (WD) Letters, Technical Assistance (TA) Bulletins, and other Agency policy directives;
- Rules, policies, and plans of TWC and WSRCA related to workforce center systems, operations, and programs; and
- All other applicable acts, regulations, letters, manuals, policies, and procedures.

2.2 Scope of Work Details

Financial Monitoring Services

- Coordinate monitoring plans and activities with WSRCA staff.
- Develop a fiscal risk assessment tool with Board staff to identify high risk areas to identify the scope of the monitoring.
- Develop monitoring tools based on TWC and WSRCA requirements.
- Develop a timeline for monitoring and reports submission to WSRCA.
- Conduct entrance and exit conferences.
- Develop a follow-up plan to ensure implementation of corrective action.
- Develop recommendations for resolving compliance issues.
- Prepare and submit draft, final and follow-up monitoring reports for each entity monitored with all identified deficiencies (findings/ observations) and required corrective actions, if applicable.

- Present results to WSRCA board members.
- Maintain all reports, responses, and supporting documentation for three years.
- WSRCA may require special reviews dependent upon results of monitoring or other information.

Report Specifications

The reports will consist of, but not be limited to, the following elements:

- Scope of review of the engagement.
- Sampling methodology.
- Description of the documentation and systems reviewed.
- Findings, systemic issues, and/or observations for each entity reviewed including identified strengths and weaknesses.
- Identify weaknesses and reasons improvement is needed for each area reviewed.
- Recommendations for identified weaknesses and development of corrective actions plans.
- Draft reports will be forwarded to WSRCA within ten (10) days of the exit conference. Contractor or board will submit a response prior to issuance of final report.
- Final reports will be issued after approval is received from WSRCA.
- All related work papers will be delivered to WSRCA upon acceptance of final report.

Areas to Review

Areas to review will be based on risk assessment results and previous financial monitoring observations and findings.

Sampling

The amount of sampling will range between 15%-25% based upon risk assessment.

Program Monitoring Services

- Coordinate monitoring plans and activities with WSRCA.
- Develop a programmatic risk assessment tool with Board staff to identify high risk areas for the monitoring scope.
- Develop monitoring tools based on TWC monitoring requirements and WSRCA contract requirements.
- Develop a timeline for monitoring and reports submission.
- Conduct entrance and exit conferences.
- Develop a follow-up plan to ensure implementation of corrective action(s).
- Develop recommendations for resolving compliance issues.
- Prepare and submit draft, final and follow-up monitoring reports for each program monitored with all identified deficiencies (findings/observations) and required corrective actions, if applicable.
- WSRCA may require special reviews dependent upon results of monitoring or other information.

Report Specifications

The reports will consist of, but not be limited to, the following elements:

- Scope of review of the engagement.
- Sampling methodology.
- Description of the documentation and systems reviewed.
- Findings, systemic issues, and/or observations for each program reviewed including identified strengths and weaknesses of the WSRCA service providers evaluated.
- Identify weaknesses and reason(s) improvement is needed for each program reviewed.
- Recommendations for identified weaknesses and development of corrective actions plans.
- Draft reports will be forwarded to WSRCA within ten days of the exit conference. Contractor will submit a response prior to issuance of final report.
- Final reports will be issued after approval is received from WSRCA.
- Upon acceptance of final report, all related workpapers will be delivered to WSRCA.

Areas to Review

- Compliance evaluation
- Participant eligibility and verification
- Participant assessment and referral
- Case management, career services, and support services
- Other areas as deemed to be in need of review during the risk assessment

Sampling

A sufficient sample size will be utilized for the monitoring.

2.3 WSRCA Financial Information

See the chart listed in section 1.1 regarding grant and contract amounts.

WSRCA has cost reimbursement contracts with Arbor E&T, LLC d.b.a. Equus Workforce Solutions for management of the workforce centers, Neighborhood Centers, Inc. (NCI) for management of childcare services and Smithville Workforce Training Center and Workforce Network Inc. as backbone organizations for the Good Jobs Challenge Grant.

All contractors submit monthly invoices for reimbursement for some or all of the following expenses.

- | | |
|---|------------------|
| • salaries | • postage |
| • fringe benefits | • telephone |
| • travel | • audit services |
| • training | • indirect fee |
| • other personnel costs | • profit |
| • supplies/materials | • |
| • Pass through costs for training, subsidized employment, and support services (Equus only) | |

NCI also submits invoices bi-weekly for reimbursement of direct child-care payments to child-care providers.

WSRCA directly pays all other operational expenses including, but not limited to the following.

- Facility rent
- LAN/WAN maintenance
- Consumable supplies
- Furniture
- Janitorial expense
- Equipment
- Data lines
- Utilities
- Repairs and maintenance
- Computer software
- Dues and subscriptions
- Customer recruitment

2.4 Timeline and Reporting Information

WSRCA is requesting all monitoring be completed no later than December 1, 2024. On the Response Template under question 4.2, the Respondent will develop a timeline with dates for each of the following:

- Initial meeting with WSRCA staff.
- Development of the Risk Assessment with WSRCA staff.
- Development of a fiscal monitoring instrument (guide) that meets WSRCA specifications.
- Entrance conference with WSRCA and Contractor staff.
- Start and end dates for fieldwork at the WSRCA Administrative Office in Cedar Park, Texas, and if needed, at
 - Workforce Solutions in Burnet, Texas;
 - WSRCA Child Care office in Cedar Park, Texas;
 - Neighborhood Centers Inc. office in Houston, Texas;
 - Smithville Workforce Training Center in Smithville, Texas;
 - Workforce Network Inc in Marble Falls, Texas.

WSRCA fiscal and Contractor staff will be available to provide the Bidder with requested documents, information and explanations during the field work.

- Exit conference with WSRCA and Contractor staff.
- Submission of the draft reports with findings and recommendations based on supporting fieldwork documentation to the Chief Executive Officer.
- Submission of the final reports to the WSRCA Chief Executive Officer. (Working papers and the monitoring guide will remain the property of the WSRCA.)

3. QUESTIONS AND ANSWERS

3.1 Questions

Submit questions regarding this solicitation to
<https://workforcesolutionsrca.bonfirehub.com/>

- Respondents will need to access their Bonfire account on the WSRCA Bonfire Portal. Questions should be submitted utilizing the vendor discussion board.
- Questions should reference the appropriate RFP page and section number.
- Questions will not be accepted after **September 25, 2023**.
- Verbal questions will not be accepted.
- Answers will be posted on the www.workforcesolutionsrca.com, <https://workforcesolutionsrca.bonfirehub.com/> and <http://www.txsmartbuy.com/sp> on or about September 27, 2023.

Other than as specified above, all members of the WSRCA Board, WSRCA staff, individuals that have reviewed the RFP prior to its release, authorized representatives or agents of WSRCA are precluded from entertaining or answering questions concerning this RFP or the procurement process.

4. PROPOSAL RESPONSE REQUIREMENTS

4.1 Formatting Instructions

- Proposals must be typed using no less than a 12-point font, with sequentially numbered pages.
- An incomplete proposal may be deemed non-responsive.

4.2 Order of Proposal Content

Proposals must include the following and be in the order below.

- Respondent Information (first page, signed)
- Response Checklist
- Response Template
- Certification of Respondent
- Certification Regarding Debarment
- Historically Underutilized Business (HUB) current notice of certification

4.3 Proposal Validity Period

Each proposal will remain valid for WSRCA's acceptance for a minimum of ninety (90) days after the submittal deadline, to allow for evaluation, selection and Board action, if applicable.

4.4 Delivery of Responses

- Responses are due to the WSRCA Bonfire Portal no later than October 6, 2023.
- All submissions will be date and time stamped via Bonfire with an electronic record maintained.
- It is the Respondent's responsibility to appropriately submit their response to WSRCA by the specified date.
- All Responses become the property of WSRCA after submission.
- WSRCA reserves the right to take additional responses after the deadline in order to meet its business needs. A respondent would need to contact WSRCA utilizing the vendor discussion board as responses cannot be submitted in Bonfire after the close date.

4.5 Right to Reject Responses or Portions of Responses

WSRCA may, at its discretion, reject any and all Responses or portions thereof.

4.6 Amendments to Proposals

Respondents have the right to amend their Responses at any time prior to the Response deadline.

4.7 Withdrawal of Responses

Respondents have the right to withdraw their Responses from consideration at any time prior to the Response deadline.

4.8 Debriefing and Appeals

4.8.1 Debriefing

The purpose of a debriefing is to promote the exchange of information, explain the WSRCA Response evaluation system, and help unsuccessful Respondents understand why they were not selected.

Procurement staff will meet with the requesting party and review the WSRCA RFP evaluation process and how the response was scored or ranked. Respondents can gain a better understanding of WSRCA procurement processes and how to improve their responses or proposals, while staff gets direct feedback to help improve future procurements.

4.8.2 Request for Debriefing

Respondents who desire a debriefing should follow the instructions posted on the WSRCA Bonfire Portal within three (3) workdays of the receipt of WSRCA's notification of the procurement decision. In the debriefing, the Respondent will obtain information on the procurement process and how its response was reviewed and ranked. WSRCA, shall acknowledge receipt of the request for debriefing in writing within three (3) workdays of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible, and no later than 10 workdays from the written receipt of the request for debriefing. Debriefings may take place at the WSRCA administrative office in Cedar Park, Texas or virtually.

4.8.3 Written Request for Appeal

A debriefing is required prior to submission of an appeal request. If after the debriefing, the requesting party chooses to appeal, it must submit to WSRCA a written request for appeal within 14 calendar days of the debriefing. This written request must clearly state that it is an appeal and identify:

- The funding decision being appealed (i.e., specific date of RFP or IFB, and the WSRCA Board action)
- The name, address, phone, email address and fax number (if available) of the appealing party(ies)

- Remedies being requested; and
- The grounds of the appeal.

All grounds to be considered for the appeal must be stated in the written request for appeal. The request for appeal can be sent by email, mail or hand delivered (a receipt will be issued), clearly identified externally as an appeal and addressed to:

Paul Fletcher, Chief Executive Officer
Workforce Solutions Rural Capital Area
701 East Whitestone Blvd, Suite 200
Cedar Park, Texas 78613

Email requests will be accepted at the address provided to request a debrief. Written acknowledgment of receipt of the request for appeal will be provided to the appealing party within 5 workdays of receipt of the request. Failure to follow the requirements shall be deemed as a waiver of the appealing party's right to an appeal.

4.8.4 Formal Hearing and Final Decision

A formal appeal hearing shall be conducted within 15 workdays of the date of the request for appeal. The formal hearing of the appeal will be conducted by the WSRCA Chief Executive Officer or his designee. Consideration will be given to the written appeal information presented and additional information provided during the formal hearing. Additional information may be requested during the hearing by the hearing officer. After full review, an appeal decision will be rendered in writing not later than 60 calendar days from the date of the written request for appeal. The decision shall be the final decision and end the appeal process at the local level.

5. EVALUATION

The following shall apply to the evaluation process.

Proposal Evaluation Criteria

Proposers must achieve an overall score of at least **70 points** to be considered for the award of funds. The review and evaluation of proposals shall be based upon the following criteria:

Determination of Responsiveness

To be determined responsive, the proposals must be received/delivered by the deadline and contain the required information.

Evaluation Criteria

All proposals determined to be responsive will be evaluated using the criteria listed below.

Staff/Organization Qualifications

25 points

Respondents will be evaluated to measure their experience and knowledge of workforce and child care programs overseen by workforce boards in Texas.

Information Regarding Program Monitoring Process

15 points

Proposals will be evaluated to determine the respondent's processes for program monitoring.

Work Plan / Timeline

35 points

Proposals will be evaluated to determine the appropriateness of the work plan and timeline for monitoring.

Budget/Reasonableness of Cost

25 points

Proposed budget will be evaluated for reasonableness of cost, clarity in identifying and explain costs, minimization of operating costs, the overall competitiveness of costs.

Attachments

Respondent Information

Legal Name of Proposing Entity and dba, if any:	
Mailing Address:	
Physical Address:	
Contact Name:	
Telephone Number:	
Cell Phone Number:	
Fax Number:	
E-Mail:	
Type of Organization	<input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> Government Agency <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other (specify)
Date Established:	
Federal EIN:	
Texas State Comptroller ID Number:	
Historically Underutilized Business?	<input type="checkbox"/> Yes (if yes, attach current certificate) <input type="checkbox"/> No
Typed Name & Title of Authorized Signatory:	
Signature and Date:	

Response Checklist**Respondent Name:**

The following checklist is provided to ensure the Response information is in the correct order and labeled as directed.

Items Required	Attached
One (1) signed original packet of all required documents and forms	<input type="checkbox"/>
Response for Financial Monitoring	<input type="checkbox"/>
Response for Program Monitoring	<input type="checkbox"/>
Respondent Information – <i>Attachment A</i>	<input type="checkbox"/>
Response Checklist – <i>Attachment B</i>	<input type="checkbox"/>
Response Template – <i>Attachment C</i>	<input type="checkbox"/>
Certification of Respondent – <i>Attachment D</i>	<input type="checkbox"/>
Certification Regarding Debarment and Suspension – <i>Attachment E</i>	<input type="checkbox"/>
HUB Certification (<i>if applicable</i>)	<input type="checkbox"/>

Response Template

General instructions for completing the Response Template

- All narrative responses to this RFP must be no less than 12 font.
- This document is unlocked and Respondent may add lines as needed.

1. Staff/Organization Qualifications (Resumes) (25 points)

- a. List the name and job title for each staff that will work on this project in the chart below and attach their resume. Resume should demonstrate the individual's knowledge and experience in the area of monitoring (financial/program).

Staff Name	Job Title	Hourly Rate	Financial/Program

- b. Describe your knowledge of the workforce system used by workforce development boards in Texas (Program Proposal Only).
- c. Describe your financial monitoring contracts, especially those dealing with internal controls, in the past three years. Indicate if the contract was with a workforce board. (Financial Proposal Only)
- d. Describe your knowledge of risk analysis, desk and onsite review, statistical sampling, and other monitoring techniques and strategies.
- e. Describe your experience in financial/program monitoring. List which programs from section 1.1 that you have monitored or explain how your in-depth experience and knowledge of workforce and childcare programs would allow you to monitor effectively.
- f. Provide two references from organizations that you have monitored. Include contact information, date of monitoring service, and programs monitored. (If proposing both Financial and Program Monitoring, provide 2 references for each PROPSAL)

2. Information Regarding Monitoring Process (15 points)

Describe your process to monitoring services by addressing each of the following. Be clear as to which will be face to face, and which if any, will be virtual.

- a. Establishment of engagement
- b. Develop a risk assessment and monitoring instruments
- c. Desk review
- d. Document request and field confirmation date
- e. Entrance conference
- f. Fieldwork
- g. Exit Conference
- h. Draft Report
- i. Final Report
- j. Follow Up Report (if applicable)

3. Work Plan with Timeline (35 points)

Provide your work plan and a timeline to monitor the programs indicated on page 1.1.

If proposing both financial and program include a Work Plan and Timeline for each

a. Timeline

Enter proposed dates for the following reviews per entity.

	Develop Guide/Tools	Entrance	Field Work	Exit	Draft Report	Final Report
Board						
Equus						
NCI						
SWTC						
WNI						

b. Work Plan

Submit a work plan for this project using the chart below.

- The work plan dates must be based on dates in the timeline above.
- State the number of hours for each area to be monitored. The number of hours must agree with the number of hours specified in the Monitoring Budget in question #4 below.
- A resume must be included in question #1 above for each assigned staff.

CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in this Response and any attachments are true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the WSRCA, has assisted in the preparation of this Response. I acknowledge that I have read and understood the requirements and provisions of the RFP and that this organization will comply with the procurement standards applicable under this RFP, and any other applicable local, state, and federal regulations and policies. I also certify WSRCA is authorized to verify references and stated performance data and to conduct credit and criminal background checks if needed, and furthermore that:

I, _____ (Type Name of Signatory Authority) am the _____ (Type Title) of the corporation, partnership, association, public agency or other entity named as Respondent herein and that I am legally authorized to sign this proposal and submit it to Workforce Solutions Rural Capital Area, on behalf of said organization by authority of its governing body.

ATTEST:

(Respondent Signature)

(Collateral Signature)

(Typed Name)

(Typed Name)

(Typed Title)

(Typed Title)

(Date)

(Date)

Subscribe and sworn to before me this _____ day of _____, 20____, in _____, County,
State of _____

(SEAL)

Notary Public in and for _____ County, _____ State, _____

Required Certification Regarding Debarment

Respondent must complete, sign and attach this form for the following certification.

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.

Name of Individual or Organization submitting a proposal

Name and Title of Authorized Signatory

Signature

Date

Reminder

- Insert HUB Certification (if applicable)