

**Human Resources, Payroll and Benefits Brokerage Services**

**ADDENDUM #1/REVISED PROCUREMENT SCHEDULE**

**320-15-2501**

**Monday, August 18, 2025**

The Rural Capital Area Workforce Development Board, Inc. d.b.a. Workforce Solutions Rural Capital Area (WSRCA) is posting Addendum #1 Revised Procurement Schedule to the Request for Qualifications (RFQ) Solicitation for Human Resources, Payroll, and Benefits Brokerage Services. Due to a technology issue, WSRCA was unable to receive emailed questions submitted by potential bidders to board.procurement@ruralcapital.net. The issue has since been fixed.

**Procurement Schedule**: The procurement schedule has been revised to allow additional time for the submission of questions, responses from WSRCA and for the submission of proposals. Please see the updated Procurement Schedule below and in Part 2. 2.10. Proposals are now due Monday, September 1, 2025, 11:30 pm. to Nellie Reyes, Director of Procurement at board.procurement@ruralcapital.net.

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| **Activity** | **Date** | **Time** |
| RFQ Intent To Post Notice | Thursday, July 31, 2025 | 5:00 PM |
| RFQ Release Date | Tuesday, August 5, 2025 | 5:00 PM |
| Addendum #1 Procurement Schedule | Monday, August 18, 2025 |  |
| Proposers’ Written Questions Due | Thursday, August 21, 2025 | 11:30 PM |
| Questions & Responses Posted | Monday, August 25, 2025 | 5:00 PM |
| Intent To Bid (Not Required) | Friday, August 22, 2025 | 5:00 PM |
| Proposals Due Date | Monday, September 1, 2025 | 11:30 PM |
| Evaluation Period & Selection | September 2-8, 2025 |  |
| Tentative Award Announcement | Tuesday, September 9, 2025 |  |
| Contract Start Date on or about | January 1, 2026 |  |

**Purpose:**WSRCA is seeking quotes from qualified and experienced organizations for the provision of integrated or modular comprehensive Human Resources (HR) Services, Employee Benefits, Payroll, Performance Management System and Learning Systems for WSRCA Employees.

**Procurement Process**: The Solicitation, Request For Qualifications (RFQ) 320-15-2501, any updates, and responses to questions are posted to the Electronic State Business Daily Search (ESBD) <https://www.txsmartbuy.gov/esbd?&page=1&agencyNumber=A1991> and the WSRCA website at <https://workforcesolutionsrca.com/procurement>. Bidders must submit questions and proposals to Nellie Reyes, Director of Procurement at board.procurement@ruralcapital.net within the timelines listed in the revised 2.9 Procurement Schedule. Bidders are responsible for checking either site for updates/addendums to the solicitation.

**Contract Period:** The estimated contract start date is on or about January 1, 2026. WSRCA reserves the option to renew the contract on an annual basis, or lesser period for a total contract term not to exceed five consecutive total years.

 **Funding:** Funding for the contract agreement is made possible from Federal and State workforce program allocations contracted to WSRCA through the Texas Workforce Commission.

**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, on-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. See <https://workforcesolutionsrca.com/> for additional information.

**Solicitation Manager**: Nellie Reyes, Director of Procurement & Contract Administration board.procurement@ruralcapital.net.