

Workforce Solutions



Child Care Services

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REQUEST FOR PROPOSAL

for

WORKFORCE SOLUTIONS TEXOMA

CHILD CARE QUALITY IMPROVEMENT GRANT

under

CHILD CARE and DEVELOPMENT FUNDS

WORKFORCE SOLUTIONS TEXOMA

2415 S. Austin Ave., Suite 107

Denison, Texas 75020

(903) 957-7408

ISSUE DATE: Thursday, July 6, 2023

RESPONSE DEADLINE: Wednesday, July 26, 2023, by 5 PM CST

REQUEST FOR PROPOSAL CHILD CARE QUALITY IMPROVEMENT GRANT

STATEMENT OF PURPOSE:

Workforce Solutions Texoma (WST) is responsible for the development and delivery of childcare quality improvement within the following counties: Cooke, Fannin, and Grayson. Quality improvement for childcare also includes the purchase of equipment or educational curriculum to improve the quality of childcare offered to children at licensed centers, licensed homes, or registered family homes. **The purpose of this solicitation is to request proposals for purchasing equipment/materials and/or educational curriculum.**

SUBMISSION OF RESPONSE:

Issuance/Period of Procurement/Response Deadline:

- Issue date: Thursday, July 6, 2023
- **Responses due to WST: by 5:00 p.m. on Wednesday, July 26, 2023.**
- All responses must be received by this date and time to be considered.

Response Requirements: In order to be considered, childcare providers must complete the attached questionnaire and attachments A & B and return it to the Workforce Solutions Texoma Board office, along with any supporting materials, by the deadline noted above. Included in your submission, should be descriptions of equipment/materials and/or educational curriculum to be purchased for the quality development of children in your care and operation of your Center or Home. Documentation proving price reasonableness (price comparison) must be provided by submitting proof of cost from an adequate number of sources (two sources) for the same item to be purchased. The source that charges the least price for the item, including tax and shipping/handling, must be used.

Responses must be officially received by Workforce Solutions Texoma staff at 2415 S. Austin Ave., Suite 107, Denison, TX, 75020, by the deadline noted above. Official receipt of responses will be by entry on a WST log of responses received. Respondents who mail a response will be sent a copy of this receipt form on request. Submissions may be submitted via:

U.S. Postal mail:

Workforce Solutions Texoma
Quality Improvement Grants
Attention: Julie Craig
2415 S. Austin Ave., Suite 107
Denison, TX 75020

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Fax: 903-957-7413

Email: julie.craig@wfstexoma.org

Bidder's Conference: A bidder's conference for all interested parties will be held on Thursday, July 13, 2023, at 9:00 am at the following location:

**Workforce Solutions Texoma
2415 S. Austin Ave., Suite 107
Denison, TX 75020**

Providers that have not received a quality grant through Workforce Solutions Texoma in the past are encouraged to attend the Bidder's Conference.

Assistance in Responding: Questions regarding this RFP may be addressed to Julie Craig. Mrs. Craig will respond to telephone and email questions after the Bidder's Conference on July 13, 2023. Additional questions may be submitted through 5 PM CST on Friday, July 21, 2023.

Phone: 903-957-7408

Email: julie.craig@wfstexoma.org

All responses from the Bidder's Conference will be posted on our website at: www.workforcesolutionstexoma.com, under About Us, under News and Events. Additional questions received after the Bidder's Conference will be posted on the website noted above as they are received and answered.

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Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.
100% Federally Funded.

GRANT REQUESTS:

Requests can be made for purchasing equipment/materials and/or educational curriculum. Providers must list specific items they plan to purchase and describe how the purchase of items requested will improve the quality of the services offered to children.

Examples of Eligible Quality Improvements Requests (not an all-inclusive list):

- Shelves
- "Circle Time" carpets
- Tables and Chairs
- Diaper Changing Tables
- Manipulatives
- Playground Equipment
- Educational curriculum
(The curriculum should not contain consumable items such as individual child workbooks or child coloring books/pages but should be re-usable).
- Other equipment items that improve the quality of care at a facility/home

Costs **NOT** Eligible (not an all-inclusive list):

- Office equipment (computers, iPad, laptops, printers, faxes, copiers, etc.)
- TV's
- Vehicles
- Consumables (construction paper, glue, paint, coloring books, etc.)
- Food/Snacks (crackers, juice, etc.)
- Infrastructure Additions or Improvements (remodeling, adding on to existing structures)
- Games (board games, card games, video games, etc.)
- Salary or set up Costs
- Outdoor spring riding toys
- Shade structures
- Fencing or related privacy structures
- Storage buildings
- Scooters

The total amount available for this project is up to \$135,000. 100% of these funds are federal funds.

- Grants for home-based programs can be awarded up to \$1,500 for Quality Improvement Requests.
- Grants can be awarded up to \$3,250 for Quality Improvement Requests for licensed centers.

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- Grants can be awarded up to \$3,000 for Quality Improvement Requests for licensed and registered homes that are currently Texas Rising Star accredited (2, 3 or 4 Star).
- Grants can be awarded up to \$5,500 for Quality Improvement Requests for licensed centers that are currently Texas Rising Star accredited (2, 3 or 4 Star).
- Funds allocated under this proposal are preferred to be reimbursement only. However, if a center or home has extenuating circumstances that warrant assistance, Workforce may be able to purchase the items for the childcare provider in such instances (such requests should be directed to Julie Craig at time of proposal submission).
- In most instances of reimbursement, WST will reimburse the grantee after receiving proof the equipment/quality items have been purchased. Proof of purchase should be provided in the form of a receipt that notes a \$0 balance and proof of payment (by credit card or check received).

In instances in which the purchases are made by WST for the benefit of the center or home, WST will retain the receipt.

- The number of the item to be purchased on the budget worksheet should also be noted on the supporting documentation for the item as well as the receipt submitted for reimbursement.

EVALUATION CRITERIA/PROCEDURES:

All proposals will be evaluated by a Workforce Solutions Texoma Review Committee in accordance with the criteria listed below:

CRITERIA	POINTS
Experience and Comprehensiveness of Available Services	25
Demonstrated Quality Improvement	40
Price Reasonableness	20
Responsiveness to RFP Requirements	15
Priority Points	20
GRAND TOTAL	120

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1. **Experience and Comprehensiveness of Services offered:** refers to the providers experience in childcare, number of years in business, certifications held (i.e., Texas Rising Star, NAEYC), number of CCS children served. Also considers the variety of services offered including days and hours available for childcare services, ages of children served, children with special needs served, education or skills training offered to children. (Questions #1 & #2)
2. **Demonstrated Quality Improvement:** refers to the items listed for purchase, if they meet grant requirements and are allowable for purchase with grant funds. Relates to how those items requested will help improve the quality and/or availability of services to children in the community. Successful proposals will be able to directly relate the requested purchases with specific improvements to services. (Questions #3, #4 & #5)
3. **Price Reasonableness:** is determined by relating the price of equipment proposed to the market rate of such equipment being proposed. Documentation from an adequate number of sources (two sources) proving price reasonableness for the same item is required. Additional consideration should be given relative to the higher level of care that will be provided due to the addition of the equipment identified in the proposal. (Question #6)
4. **Responsiveness to RFP Requirements:** refers to the completeness of the organization/institution's response (follows RFP format, adherence to the minimum requirements stated in the RFP, Attachment A and Attachment B (Budget Worksheet), along with accompanying documentation).
5. *** Priority Points:** priority points will be awarded as follows:
 - a. Centers/homes that have NOT received funding under prior grants that were awarded from 2020 forward = 5 points
 - b. Centers/homes that are current Texas Rising Star providers = 10 points
 - c. Centers/homes currently serving CCS children = 5 points

Proposal must score a minimum of 70 points to be funded at any level.

Due to funding restrictions, award reimbursement amounts may be assigned based on points awarded and a percentage of funding available.

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IMPORTANT DATES REGARDING THE GRANT OPPORTUNITY

Grant denial or award notices will be distributed on or about Tuesday, August 1, 2023. Each grant awardee will be required to sign an award letter acknowledging their understanding of the grant terms prior to purchasing any approved items.

All reimbursement requests (receipts) must be received by WST on Friday, September 15, 2023, but may be submitted earlier.

Reimbursement requests will be processed by Friday, September 29, 2023.

All dates listed in this grant opportunity are firm and must be observed.

INQUIRY AND APPEAL PROCESS

Respondents who wish to register an appeal may request the official appeals process from WST. All appeals must follow the Board's written process.

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CONDITIONS AND ASSURANCES:

In Accordance with Federal, State, and Local Laws/Rules/Regulations/Policies, Workforce Solutions Texoma agrees to abide by the following. Additionally, the following are general administrative requirements that apply to all Board grantees/contractors.

WST and subrecipient subcontractors will take all necessary steps to maintain the integrity of expenditure of public funds arising from awarded grants.

WST and subrecipient subcontractors will make a good faith effort to ensure that the employees and personnel of our local workforce development system reflect the demographic composition of the Texoma area.

WST and subrecipient subcontractors will not deny services under any grant to any person and are prohibited from discriminating against any employee, applicant for employment, or beneficiary because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief, citizenship or his/her participation in any WST administered program or activity.

WST and subrecipient subcontractors will take appropriate steps to ensure that the evaluation and treatment of employees and applicants for employment are free from discrimination.

WST and subrecipient subcontractors will not knowingly employ an undocumented worker and will implement policies and procedures concerning this law by following Agency guidance in this area.

WST and subrecipient subcontractors will ensure that individuals with visual and those with Limited English Proficiency are provided program information in an alternate format and that when provided, that information is documented in customer's file. Examples may include providing an auditory recording of program information to visually impaired customers; providing written program materials in Spanish or furnishing a Spanish-language interpreter to an individual that does not speak English.

WST and subrecipient subcontractors will ensure that communications to individuals with impaired vision and hearing and who are limited English speakers are as effective as communications as with others. Examples may include furnishing a sign-language interpreter during customer orientations and workforce program activities; utilizing the Language Line to communicate with individuals who are not

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primary English speakers; making available headsets and Pocket Talkers to communicate with hard of hearing individuals.

WST and subrecipient subcontractors will ensure that an individual with a disability is not required to accept an accommodation, aid, benefit, service, training, or opportunity that s/he chooses not to accept. For all customers, customer choice of all workforce opportunities will be honored, within the parameters of funding and federal/state/local guidelines.

WST administers licensing and certification programs in a manner that is not discriminatory on the basis of disability.

WST and subrecipient subcontractors will not charge applicants, participants, or groups of individuals with disabilities for providing auxiliary aids or program accessibility.

WST will ensure that the following assurances are placed in each Request for Proposal (RFP) and Request for Quotes (RFQ) as well as subsequent contracts, letters of agreement, and like documents:

Attachment A

- a. Certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements or certification regarding department, suspension, ineligibility, and voluntary exclusion lower tier covered transactions.
- b. Certification regarding conflict of interest.
- c. Texas Corporate Franchise Tax Certification **(this section must be completed).**
- d. Certification regarding repayment of public subsidies by business convicted of knowingly employing undocumented workers.

Nondiscrimination and Equal Opportunity

- e. Accessibility in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 in the event that a proposal/quote involves an alternate facility location.
- f. Where program administration/delivery is involved, Nondiscrimination and Equal Opportunity compliance of the following laws:
 - i. Titles VI and VII of the Civil Rights Act of 1964, as amended which prohibits discrimination on the bases of race, color and national origin;
 - ii. Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination against qualified individuals with disabilities;
 - iii. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;

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- iv. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- v. Americans with Disabilities Act of 1990, as amended;
- vi. Non-traditional Employment for Women Act of 1991, as amended;
- vii. Section 188 of the Workforce Investment Act which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I--financially assisted program or activity;

The proposer also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicants makes to carry out the WIOA 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.

Grantee must conduct all programs in accordance with all applicable rules and regulations. Grantee will not deny benefits of any program, activity, or service to any person, and are prohibited from discriminating against any employee or applicant as noted above. Grantee will ensure that the evaluation and treatment of employees and applicants are free of such discrimination.

Nature of agreement

The Board grantee/contractor secured from this Request will be considered a subrecipient as defined in the Governor's Uniform Grant and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts. Board may refer to the agreement between itself and the service organization as a "grant" or "contract", although it will be understood to be a subgrant for services, and all federal or state requirements applicable to subrecipients will apply to Board grantees/contractors.

- This Request for Proposals does not commit WST to pay for any cost incurred prior to execution of a written agreement or prior to fund availability from the Texas Workforce Commission.
- The purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of quotations. This RFP is not to be construed as a purchase agreement or contract as a commitment of any kind, nor does it commit Workforce Solutions Texoma to pay for costs incurred prior to the execution of a formal contract or award letter.

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- The contents of a successful quotation may become a contractual obligation, if selected for the award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No pleas of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/costs.
- WST reserves the right to accept or reject any or all responses.
- WST reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract, where WST deems such variance to be in the best interest of the workforce development area.
- WST is under no legal obligation to issue a contract on the basis of making this Request for Proposal, and intends the material provided herein to serve only as a means of identifying the various alternatives for Child Care Quality and estimates of costs for the services requested by WST.
- All responses and the accompanying attachments become the property of WST upon submission. Materials submitted will not be returned.
- Respondents may be required to prepare and submit additional information prior to final execution of a contract in order to reach terms for the provision of equipment and/or curriculum purchased which are agreeable to both parties.
- WST will make positive efforts to utilize historically underutilized businesses (HUB's) as sources of services and supplies.
- The execution of any contract resulting from this RFP process is dependent upon the availability of adequate funds.
- WST reserves the right to further define and add additional components as needed. Respondents selected as responsive to the intent of this RFP will be given equal opportunity to update responses for the newly identified components.
- Proposers 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 Workforce Solutions Texoma for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.
- Proposers shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
- Proposers that are on Corrective or Adverse Actions with Child Care Licensing through Health and Human Services (Child Care Licensing) are not eligible for this reimbursement grant opportunity.

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