

Workforce Solutions



Child Care Services

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## **REQUEST FOR PROPOSAL**

for

### **WORKFORCE SOLUTIONS TEXOMA**

## **INFANT / TODDLER EXPANSION OPPORTUNITY for Fiscal Year 2025**

under

### **CHILD CARE and DEVELOPMENT FUNDS**

WORKFORCE SOLUTIONS TEXOMA  
2415 S. Austin Ave., Suite 107  
Denison, Texas 75020  
(903) 957-7408

**ISSUE DATE: Monday, March 17, 2025**

**RESPONSE DEADLINE: Friday, April 4, 2025, by 5 PM CST**  
*(Late submissions will not be considered.)*

## REQUEST FOR PROPOSAL INFANT / TODDLER EXPANSION FUNDING OPPORTUNITY

### **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 may include infant and toddler expansion opportunities at licensed centers. **The purpose of this solicitation is to request proposals for potential infant and/or toddler expansion plans at licensed centers.**

### **SUBMISSION OF RESPONSE:**

#### **Issuance/Period of Procurement/Response Deadline:**

- Issue date: Monday, March 17, 2025
- **Responses due to WST: by 5:00 p.m. on Friday, April 4, 2025.**
- All responses must be received by this date and time to be considered.

**Response Requirements:** In order to be considered, childcare centers must complete the required questionnaire and attachment A and return it to the Workforce Solutions Texoma Board office, along with any supporting materials, by the deadline noted above. Included in your submission there should be detailed descriptions of the plan to increase infant and/or toddler capacity at your center. Details on needed equipment, materials, and any increased staffing needs should also be noted.

**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  
Infant/Toddler Expansion Opportunity  
Attention: Julie Craig  
2415 S. Austin Ave., Suite 107  
Denison, TX 75020

**Fax:** 903-957-7413

**Email:** [julie.craig@wfstexoma.org](mailto:julie.craig@wfstexoma.org)

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**Assistance in Responding:** Questions regarding this RFP may be addressed to Julie Craig by telephone or email after the release of the document and can continue through Monday, March 31, 2025.

Phone: 903-957-7408

Email: [julie.craig@wfstexoma.org](mailto:julie.craig@wfstexoma.org)

All question-and-answer responses will be posted on our website at: [www.workforcesolutionstexoma.com](http://www.workforcesolutionstexoma.com), under About Us, under News and Events.

### **INFANT AND TODDLER EXPANSION FUNDING OPPORTUNITY DETAILS**

Have you been considering expanding the infant and toddler capacity at your center? Workforce Solutions Texoma is announcing a funding opportunity to support the expansion of such.

Eligible providers are:

Providers that are current Child Care Services providers in good standing with Workforce Solutions Texoma and Child Care Regulation (centers only), are a licensed center in Cooke, Fannin, or Grayson County, and

- A center that provides infant/toddler care that wants to increase such capacity.
- or
- A center not providing infant/toddler care that wants to expand to provide such services.

Infants and Toddlers are from newborn through 35 months old.

- Infant-0 are 0-11 months old; Infant-1 are 12-17 months old.
- Toddler-1 are 18-23 months old; Toddler-2 are 24-35 months old.

These funds will be used for the support of the expansion of infant/toddler capacity (creation of additional slots available to infants/toddlers). Expansion is defined as:

- opening a separate classroom with an additional caregiver(s) that increases licensed capacity for that age group (either infant or toddler). A change in child to caregiver ratio does not qualify for an expansion incentive.
- or
- adding an additional caregiver to an existing room with allowable capacity and adding additional equipment/furniture to support additional infant/toddler slots.

RFP-Child Care Quality Initiatives – Infant / Toddler Expansion Opportunity

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.  
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Funds cannot be used to:

- Replace or upgrade existing classroom materials for infants and toddlers. or to
- Increase reimbursement rates for infants and toddlers.

One-time incentives for each Infant/Toddler slot increased as noted above and documented are **\$1,000 each** (up to eight (8) slots increased).

Approved Licensed centers for this funding opportunity must submit documentation from Health and Human Services Child Care Regulation (HHSC CCR) showing their licensed capacity before and after the expansion occurred or email confirmation from Child Care Regulation that an increase in infant/toddler capacity has occurred. Sign-in sheets, waitlist reports prior to the expansion, attendance documentation before and after the expansion, pictures of the room/location before and after the expansion, could also be required as well. Documentation must show proof of expansion of available infant/toddler slots, but proof of additional new enrollment is not required (unless enrollments have occurred). An on-site review by Workforce Solutions Texoma can also serve as documentation of capacity expansion.

The total amount available for this project is up to \$72,000. 100% of these funds are federal funds.

### **EVALUATION CRITERIA/PROCEDURES:**

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

<b>CRITERIA</b>	<b>POINTS</b>
<b>Experience and Comprehensiveness of Available Services</b>	<b>25</b>
<b>Planned Activities/Implementation Plan for Expansion</b>	<b>40</b>
<b>Timeline for Implementation</b>	<b>20</b>
<b>Responsiveness to RFP Requirements</b>	<b>15</b>
<b>Priority Points</b>	<b>20</b>
<b>GRAND TOTAL</b>	<b>120</b>

### RFP-Child Care Quality Initiatives – Infant / Toddler Expansion Opportunity

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.  
Did the facility receive funding through either the Texas Workforce Commission or Workforce Solutions Texoma in 2023 or 2024 for an Infant/Toddler Expansion? (Questions #1 & #2)
2. **Planned Activities/Implementation Plan for Expansion** refers to the implementation plan for expansion and details about lack of equipment and materials, details of the room that will accommodate the expansion, Child Care Regulation contact regarding expansion plans, planned date of expansion completion, current infant/toddler capacity as well as planned increase(s). Successful proposals will clearly demonstrate the plan for expansion and will be able to support the ability to successfully expand in their responses. (Question #3)
3. **Timeline for Implementation** refers to the center's timeline for all steps of implementation related to such items as room clean out, needed material and equipment purchases, hiring of additional staff, room preparation and organization, pulling families from the waitlist, plan date of new enrollments (if any), and completion date of capacity expansion, etc. Expansion of infant/toddler capacity should be able to be completed by July 11, 2025. (Questions #4)
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, Cover Sheet, Attachment A, along with any accompanying documentation).
5. \* **Priority Points:** priority points will be awarded as follows:
  - a. Centers that have NOT received funding under the 2024 infant/toddler expansion opportunity = 5 points
  - b. Centers that are current Texas Rising Star providers = 10 points
  - c. Centers currently serving CCS children = 5 points

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**A proposal must score a minimum of seventy (70) points to be funded at any level.**

**Due to funding restrictions, planned infant/toddler slot increases may be awarded at less than the eight allowable (or requested) slots based on scored points awarded by the Review Committee and the funding available within this opportunity.**

### **IMPORTANT DATES REGARDING THE GRANT OPPORTUNITY**

The infant/toddler expansion funding opportunity denial or award notices will be distributed on or about Friday, April 11, 2025. Each awardee will be required to sign an award letter acknowledging their understanding of the monetary incentive payment terms for this infant/funding expansion funding opportunity prior to implementation of the submitted expansion plan.

Infant and toddler expansion should be completed with all supporting documentation to support proof of the expansion must be received by Workforce Solutions Texoma by Friday, July 11, 2025, but may be submitted earlier.

Submitted documentation and corresponding monetary incentives will be reviewed and processed by Thursday, July 31, 2025.

All dates listed in this reimbursement funding opportunity 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 debarment, 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 Regulation through Health and Human Services are not eligible for this opportunity.

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