REQUEST FOR PROPOSALS
TO DELIVER
WORKFORCE DEVELOPMENT AND
CHILD CARE SERVICES
IN THE
PANHANDLE
WORKFORCE DEVELOPMENT AREA

Release RFP – November 18, 2016
Proposers Conference – December 2, 2016
Deadline for Questions – December 5, 2016
Deadline for Submission – January 13, 2017
Contract Effective Date – October 1, 2017
TABLE OF CONTENTS

Background Information ................................................................................................................................................. 4
  Texas Workforce Commission ................................................................................................................................. 4
  Panhandle Workforce Development Board and Consortium’s Governing Body ....................................................... 4
  Panhandle Regional Planning Commission ............................................................................................................. 4
  Governing Authorities ............................................................................................................................................... 4
  Current Organization and Infrastructure .................................................................................................................. 5
  Current Funding ....................................................................................................................................................... 5

Introduction ................................................................................................................................................................. 6
  Terms of Contract ...................................................................................................................................................... 6
  Proposing Entities *(Including Items 1-10 required in Proposal Submission)* .............................................................. 6
  Responsibilities of PRPC ........................................................................................................................................... 7

Work Requirements .................................................................................................................................................. 8
  Service Delivery Requirements .................................................................................................................................. 8
  Special Requirements .............................................................................................................................................. 8

Instructions for Proposal Submission ...................................................................................................................... 9
  Proposal Packets ................................................................................................................................................... 9
  Organizational Capability and Capacity *(Items 11-12 required in Proposal Submission)* ........................................ 10
  Organizational Strategies and Plans *(Items 13-15 required in Proposal Submission)* .................................................. 11
  Financial Experience and Organizational Stability *(Items 16-20 required in Proposal Submission)* ................................ 11
  Experience *(Items 21-22 required in Proposal Submission)* ..................................................................................... 13
  Board Workforce Service Delivery Priorities *(Item 23 required in Proposal Submission)* ......................................... 13
  Proposal Budget ..................................................................................................................................................... 14
  Budget Detail Form Personnel Costs *(Item 24 required in Proposal Submission)* ........................................................ 15
  Management & Operation Line-Item *(Item 25 required in Proposal Submission)* .......................................................... 15
  Direct Services by Grant Line-Item *(Item 26 required in Proposal Submission)* ......................................................... 16
  Budget Narrative *(Item 27 required in Proposal Submission)* ..................................................................................... 17
  Video Presentation *(Item 28 required in Proposal Submission)* .................................................................................. 17
  Proposal Checklist *(Item 29 required in Proposal Submission)* .............................................................................. 17
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>18</td>
</tr>
<tr>
<td>Proposer’s Conference</td>
<td>18</td>
</tr>
<tr>
<td>Notice of Change</td>
<td>18</td>
</tr>
<tr>
<td>Deadline for Submission</td>
<td>18</td>
</tr>
<tr>
<td>Withdrawal by Proposer</td>
<td>18</td>
</tr>
<tr>
<td>Award and Notification</td>
<td>18</td>
</tr>
<tr>
<td>Terms and Conditions</td>
<td>19</td>
</tr>
<tr>
<td>General</td>
<td>19</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>19</td>
</tr>
<tr>
<td>Access to Information</td>
<td>19</td>
</tr>
<tr>
<td>Funding and Financial Obligations</td>
<td>20</td>
</tr>
<tr>
<td>Offers</td>
<td>20</td>
</tr>
<tr>
<td>Awards</td>
<td>20</td>
</tr>
<tr>
<td>Protests</td>
<td>20</td>
</tr>
<tr>
<td>Screening, Review and Evaluation Process</td>
<td>21</td>
</tr>
<tr>
<td>Initial Screening Sheet</td>
<td>22</td>
</tr>
<tr>
<td>Full Review and Scoring Sheet</td>
<td>24</td>
</tr>
<tr>
<td>Resources on the Internet</td>
<td>32</td>
</tr>
</tbody>
</table>
BACKGROUND INFORMATION

Texas Workforce Commission
The Texas Workforce Commission (TWC) is the lead agency in the State of Texas for the administration of federal and State workforce development funds. TWC oversees the 28 Workforce Development Boards’ administration and delivery of associated workforce development services.

Panhandle Workforce Development Board and Consortium’s Governing Body
The Panhandle Workforce Development Board (PWDB or the “Board”), a 25-member group of business and community leaders, is responsible for overseeing area workforce development programs and establishing associated policy. The Board shares authority with the Panhandle Workforce Development Consortium’s Governing Body (PWDCGB), a seven-member group of local elected officials that represents all of the Texas Panhandle area’s 26 counties and the City of Amarillo.

Panhandle Regional Planning Commission
The Panhandle Regional Planning Commission (PRPC) is the fiscal and administrative agent for the PWDB. In that capacity, PRPC receives funds from TWC to provide workforce development and child care program services in the area. PRPC’s Board of Directors oversees the PWDB staff in procurements, including the selection of a Sub-recipient to operate the One-Stop Centers for the region doing business as (dba) Workforce Solutions Panhandle (WSP).

Governing Authorities
Workforce Development and Child Care program services provided through the service delivery system include, but are not limited to, those funded and governed by the Workforce Innovation and Opportunity Act, Wagner-Peyser Employment Services, Temporary Assistance for Needy Families and Noncustodial Parent/CHOICES, Supplemental Nutrition Assistance Program Employment and Training, and Child Care grants. Any Contract resulting from this solicitation will be carried out in a manner consistent with the following statutes, associated rules and regulations:

- Wagner-Peyser Act, 29 U.S.C. § 49 et seq.;
- Wagner-Peyser Federal Regulations at 20 C.F.R. Parts 651-654;
- Portions of the Temporary Assistance for Needy Families (TANF) programs in the Social Security Act, 42 U.S.C. § 601 et seq.;
- Texas Labor Code, Chapters 302 and 307;
- Child Care and Development Block Grant Act of 1990, 42 U.S.C. §§ 9858 et seq., as amended by the Child Care and Development Block Grant of 2014 (Pub.L. 113-186);
- Federal regulations for Child Care and Development Fund (CCDF) at 45 C.F.R. Parts 98 and 99;
- Texas Government Code, § 2308;
- 40 Texas Administrative Code (TAC), Chapters 800, 801, 802, 809, 811, 813, and 849;
- 2 C.F.R 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Office of Management and Budget Guidance Super Circular (Super Circular);
• State of Texas Uniform Grant Management Standards (UGMS);
• TWC Rules, Financial Manual for Grants and Contracts (FMGC), Workforce Development (WD) Letters, Technical Assistance Bulletins, Agency-Board Agreement, and Grant Award Specific Requirements and other related State plans, rules and regulations; and
• Panhandle Workforce Development Area’s (PWDA) Integrated Plan, Workforce Development Area (WDA) Letters, local Statements of Work and Memoranda of Understanding (MOU), and associated policies and procedures.

**Current Organization and Infrastructure**

During the current contract year (October 1, 2016 – September 30, 2017), the Huxford Group LLC is delivering program services to all 26 counties of the PWDA from offices located at 1206 W. 7th Street in Amarillo; in the North Park Shopping Center at 1315 West Wilson in Borger; and on the Amarillo College campus at 1115 West 15th Street in Hereford, Texas. Program services are also being provided from a Freightliner Recreational Vehicle (RV) customized for use as a Mobile Workforce Development Services Unit operated by the Sub-recipient. The organization is responsible for 52.5 full-time-equivalent front-line staff and management, and provides direction to at least 13 additional employees of TWC, Texas Veterans Commission, Job Corps and other co-located agencies.

**Current Funding**

Funding levels for the contract year that ended September 30, 2016 for contractor operations and direct services follows:

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>Operations</th>
<th>Direct Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workforce Innovation &amp; Opportunity Act - Adult</td>
<td>300,000</td>
<td>255,000</td>
</tr>
<tr>
<td>Workforce Innovation &amp; Opportunity Act - Youth</td>
<td>285,000</td>
<td>175,000</td>
</tr>
<tr>
<td>Workforce Innovation &amp; Opportunity Act - Dislocated Worker</td>
<td>265,000</td>
<td>160,000</td>
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<tr>
<td>Workforce Innovation &amp; Opportunity Act - Rapid Response</td>
<td>27,331</td>
<td>0</td>
</tr>
<tr>
<td>Trade Adjustment Assistance</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>Temporary Assistance to Needy Families - CHOICES</td>
<td>760,000</td>
<td>155,000</td>
</tr>
<tr>
<td>Temporary Assistance to Needy Families - Non-Custodial Parents</td>
<td>125,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Supplemental Nutrition Assistance - Employment &amp; Training</td>
<td>241,900</td>
<td>40,000</td>
</tr>
<tr>
<td>Child Care - Formula &amp; Match</td>
<td>1,000,000</td>
<td>6,653,125</td>
</tr>
<tr>
<td>Child Care - Quality</td>
<td>57,758</td>
<td>88,461</td>
</tr>
<tr>
<td>Wagner-Peyser Employment Service</td>
<td>7,700</td>
<td>0</td>
</tr>
<tr>
<td>Veterans Employment Service</td>
<td>600</td>
<td>0</td>
</tr>
<tr>
<td>Special Initiative Grants**</td>
<td>87,114</td>
<td>94,306</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,157,403</td>
<td>7,645,892</td>
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</table>

Previous year funding levels included formula allocations, carryover amounts from the prior year and estimates of WIOA Program Year 2016 first-quarter funding. These amounts may change during the fiscal year and are not guarantees of future funding.

** A line item was added to the above funding schedule for Special Initiative Grants. There are multiple grant awards represented in this total that embody a wide array of special projects. The grants included in this category are typically non-recurring and are awarded for a specific purpose as determined by TWC. There is no guarantee of future funding for these types of grants.
INTRODUCTION

Terms of Contract

The initial term for any award resulting from this solicitation will be October 1, 2017 through September 30, 2018. The Contract may be renewed for up to three additional one-year periods, subject to the provisions of TAC §802.21 Board Contracting Guidelines, acceptable performance and Board approval. In addition, the Contract may be extended on a month-to-month basis for up to four months, to facilitate contractor transition, if necessary. Non-renewal may be at PRPC’s or the Sub-recipient’s convenience and will be subject to the notification requirements specified in the Contract.

Proposing Entities

PRPC is soliciting proposals from qualified entities to organize and operate an integrated service delivery system for workforce development and child care programs in the 26 counties of the Texas Panhandle (Armstrong, Briscoe, Carson, Castro, Deaf Smith, Childress, Collingsworth, Dallam, Donley, Gray, Hall, Hartley, Hansford, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher and Wheeler), including the City of Amarillo. In order to qualify for consideration to be the prospective single Sub-recipient, the proposing entity must:

- Complete the Proposal Cover Sheet (Template available in Attachment A). Include a copy of the entity’s articles of incorporation, bylaws, statement of ownership, list of corporate board/governing body membership, 501 (c) (3) IRS Letter of Determination, and Historically Underutilized Business (HUB) Certification, as applicable. These documents are required as Item 1;

- Be a legally organized public, private not-for-profit or private for-profit entity or individual authorized to do business in the State of Texas. A “certificate of status” issued by the Texas Secretary of State is required as Item 2;

- Possess the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into a Contract to be awarded through this solicitation, to receive the funds authorized by such Contract, and to perform the services it has obligated itself to perform under such Contract. Documentation of express actual authority, (e.g. the passing of a resolution by the entity empowering the agent to bind the entity to a Contract), is required as Item 3;

- Be responsible for effectively delivering program services and meeting performance expectations in an integrated workforce development system, including the unemployment compensation insurance program; job training; employment and employment-related educational programs; and the workforce development programs consolidated under the authority of Texas Labor Code § 302.021; and possess the ability to perform successfully under the terms and conditions of a Contract to be awarded through this solicitation. Copies of the proposer’s Program Monitoring Reports from the last three years are required as Item 4;

- Demonstrate effective financial performance under contracts with Workforce Development Boards by meeting all fiscal expenditure goals and the ability to utilize funds to derive organizational strategic objectives. Copies of the proposer’s Fiscal Monitoring Reports, Audit Reports and Management Letters from the last three years are required as Item 5;

- Possess financial resources, or the capability to secure such resources, as required during the performance of a Contract to be awarded through this solicitation and sufficient to repay any disallowed costs associated with such Contract. Documentation from a financial institution supporting the availability and amount of funds is required as Item 6;
• Demonstrate that the proposer is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, and fiscal knowledge in accordance with federal, State, and generally accepted accounting practices. The proposer’s Accounting and Procurement Policies and Procedures are required as Item 7;

• Have successful experience performing the type of work described herein, or work similar in scope and nature. Résumés of key personnel in the positions of Program and Fiscal Management are required as Item 8;

• Perform under the terms and conditions of a Contract to be awarded through this solicitation in accordance with the highest standards of integrity and business ethics. References are required as Item 9; and

• Provide required Certifications and Assurances (Template available in Attachment B). The completed and signed form is required as Item 10.

Responsibilities of PRPC
PRPC will enter into a One-Stop Service Delivery System Contract with the Sub-recipient and will:

• Develop and update local plans, policies and procedures needed to carry out the PWDA’s Integrated Plan;

• Budget and allocate available funds to the Contract in a manner consistent with the PWDA’s Integrated Plan and full utilization of those funds for the delivery of workforce development services within the area;

• Process invoices/billing claims and make payments to service providers and vendors for allowable charges authorized by the Sub-recipient. The Sub-recipient may pre-pay for specific allowable client services on behalf of the client and invoice PRPC for reimbursement;

• Pay or reimburse the Sub-recipient, in a timely manner, for authorized expenses incurred or services provided in accordance with the Contract, up to the limits specified in the Operating Budget, upon receipt of proper supporting documentation as specified in federal and State rules and regulations, as well as local policies, specific to each of the grants covered in the Contract;

• Process and pay all authorized participant costs for subsidized employment, training and supportive services;

• Make payments to authorized child care providers for all authorized and allowable direct child care subsidies;

• Provide facilities management for the WSP offices and coordinate with the Sub-recipient to develop temporary or itinerant service locations throughout the PWDA for the provision of certain appropriate and necessary services. PRPC will procure and pay all costs associated with such management of those facilities to include rent, building maintenance, utilities, communications and connectivity;

• Procure, provide and insure the furnishings, equipment and related parts necessary for the performance of the Contract;

• Provide, insure (the vehicle) and equip a Freightliner Recreational Vehicle (RV) customized for use as a Mobile Workforce Development Services Unit. PRPC will pay all vehicle-related costs associated with operation of the vehicle to include vehicle maintenance, fuel, Internet connectivity, and storage costs to park the vehicle when not in use in a secure RV storage facility. PRPC will allow access to the storage to designated Sub-recipient staff with the stipulation that the Sub-recipient will maintain a vehicle mileage log and service logs to be submitted bi-monthly to PRPC;

• Oversee the Sub-recipient’s development, implementation, and management of electronic and social media resources to provide access to appropriate and necessary services throughout the PWDA;
Monitor Sub-recipient operations for program compliance and performance. PRPC will report the results of such monitoring to the Sub-recipient for response. If necessary, PRPC will implement corrective actions or sanctions based on applicable TWC rules and policies;

Provide technical assistance to the Sub-recipient as requested by the Sub-recipient or deemed necessary by PRPC to provide for the effective and efficient administration of programs, to address any monitoring deficiencies and assure quality delivery of services; and

Report program activities, performance and fiscal information to TWC.

WORK REQUIREMENTS

Service Delivery Requirements

Under a Contract to be awarded through this solicitation, the Sub-recipient will:

- Provide an integrated and comprehensive range of services consisting of workforce development activities benefiting employers, job seekers, and Panhandle communities;
- Employ an organizational structure that provides effective lines of authority to support an integrated one-stop service delivery system that is fully aligned with the Board’s priorities and capable of providing program services throughout the PWDA;
- Develop creative and innovative strategies to meet and/or exceed program goals and performance targets within the limitations established by workforce funding for the Panhandle’s 26 counties;
- Ensure that employers throughout the area have access to a broad range of effective services for recruiting and hiring qualified workers and encourage employer engagement, including, but not limited to, collaboration with TWC’s Skills Development Fund and the region’s employers;
- Ensure that job seekers throughout the area have access to a broad range of effective services to help them find and retain employment, access training or retraining, and support those activities with child care and other needed resources;
- Invest workforce resources in ways that increase the self-sufficiency of program participants, targeted populations and job seekers;
- Maximize the availability and provision of training to program participants, targeted populations and job seekers, including, but not limited to, TWC’s Eligible Training Provider System (ETPS);
- Provide customer access to, coordinate services with, and participate in collaborative activities with community partners to assist in the development of a qualified workforce to meet future employer and economic development needs;
- Honor all existing, and develop new opportunities for, Agreements, Memoranda of Understanding (MOU), and partnerships with agencies, organizations and partners;
- Maximize operational efficiencies, including integration of common program tasks and processes, in order to preserve funds for direct services; and
- Maximize the satisfaction of all customer groups with the PWDA’s workforce services.

Special Requirements

The Sub-recipient will:

- Ensure that a senior manager will be assigned full-time (100% FTE) to this contract, operate out of the Amarillo workforce center, and have the authority and autonomy to serve as a single point-of-contact for day-to-day operations;
Ensure that at least one IT professional will be assigned full-time (100% FTE) to this Contract to support all network operations, hardware and software included in the service delivery system described above and to coordinate such support with designated PRPC staff;

Provide each staff member with orientation and cross-training in all programs at a level sufficient to insure functional integration of service delivery and require staff participation in training programs mandated by PRPC. Such training may be conducted locally or out-of-region;

Maintain professional liability insurance (errors & omissions) against a negligence claim made by a client, and damages awarded in a civil lawsuit; and ensure that adequate and continuous liability insurance is maintained on all vehicles owned, leased or operated with program funds. Automobile insurance must provide a minimum of $100,000 liability per occurrence, $300,000 aggregate liability and $100,000 property damage.

Operate PRPC’s Freightliner RV as a Mobile Workforce Development Services Unit and:

a) Retain, at a minimum, one staff who is qualified and competent to safely and effectively operate the RV and position it in locations in communities that are within a 120-mile radius of the city of Amarillo;

b) Ensure that the staff operating the RV is trained and supported to provide integrated workforce development services to customers entering the Unit in any community in which it has been situated;

c) Maintain Commercial Auto Non-Ownership Liability Insurance coverage for any exposure to potential “bodily injury” or “property damage” arising out of the Sub-recipient staff use of the Unit. The Sub-recipient must develop procedures for the proper use of the Unit;

d) Arrange a schedule that will place the Unit open to customers in each of, at a minimum, five different rural communities within a 90 mile radius, for at least two days per month; and two different rural communities within a 120 mile radius, for at least one day per month; and

e) Facilitate access to the Unit for promotional events in both rural communities and the City of Amarillo, as needed.

Have an audit conducted annually in accordance with federal and State guidelines associated with the Single Audit Act, as amended; Super Circular; and UGMS; and

Develop a written transition plan in coordination with the exiting contractor that addresses a timetable for transition, transfer of program-funded property, client records, assumption of or release from obligations, continuity of service delivery, and any preferences to be provided for hiring of current contractor staff. If the current contractor is the successful proposer, the plan will detail the transition to new contract expectations. The transition plan must be submitted to and approved by PRPC prior to Contract execution.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal Packets

Respondents must submit a proposal packet that includes one (1) original set of all required items that is consecutively paginated, four (4) copies of the original set unbound and suitable for reproduction, and a searchable electronic document on USB media. The USB version of the proposal should be saved in the following format: Each item requested in this solicitation is in bolded font (Item #) and each proposal response should be placed on the media in a separate folder labeled with the corresponding Item #.

The proposal packet with all required materials must be packaged in a sealed envelope/box marked on the outside front as Sealed Proposal: Workforce Development Service Delivery. Submissions should be complete and limited to the required items. Unsolicited information and materials will not be reviewed or considered.
Address the following items and include your responses in order by restating each numbered item in your response and provide your response immediately thereafter. If an item is not applicable to you, state so in your response and explain. If an item requires an attachment, confirm that in your response. Do not leave any Proposal Narrative item blank. From this point forward, continue Item numbering from the previous Section on Proposing Entities Items 1-10 described on pages 6-7.

**Organizational Capability and Capacity**

**Item 11.** Provide a brief history of the proposer’s organization; include the year established, the location of home/corporate office, the location(s) of any regional offices, the number of employees, and other lines of business:

- If the entity is submitting a proposal as a partnership, consortium, or joint venture, the roles and responsibilities of each party should be identified as well as the lead entity. A copy of the partnership, consortium or joint venture agreement must be included in this Item;

- If the entity is submitting a proposal using a Managing Director/Professional Employer Organization (PEO) Model, a copy of the agreement between the Managing Director and the PEO or staffing agency must be included in this Item; and

- If the entity is subcontracting any services, identify which services will be subcontracted and the rationale behind using a subcontractor rather than providing the services directly. Describe how subcontracts were or will be procured, their qualifications, and the basis for payment.

**Item 12.** Include the proposed Staffing Plan, including each of the following items:

a) The Organizational Chart identifying each position in which the entity expects to employ staff to perform the Contract;

b) A complete job description for each type or classification of position in which the entity proposes to employ staff. This description must include, at a minimum:
   - Job title;
   - Job duties and examples of work to be performed;
   - Required knowledge, skills and abilities;
   - Acceptable experience and training;
   - Certificates and licenses needed; and
   - Minimum and maximum pay for the position.

c) Résumés for all proposed corporate management staff, by position and major responsibility. Include, in this Item, the résumés already submitted in Item 7 for a complete set in this Item. Each résumé must include, but is not limited to, the following information:
   - Types and tenure of management roles in the workforce system;
   - Responsibilities;
   - Number of staff managed directly and indirectly; and
   - Size of the budget managed.

  d) Detailed description, in no more than 250 words, of how the entity’s management will communicate, coordinate, and effectively manage TWC personnel, housed in the WSP offices, in a manner consistent with the Texas Model Human Resources Processes (http://www.thepprc.org/TexasModel.pdf), in order to achieve high performance and customer satisfaction; and

  e) A description of the hiring preferences that will be provided for staff of the current contractor.
**Organizational Strategies and Plans**

**Item 13.** Describe, in no more than 250 words for each topic, how management will work with Board staff to ensure the successful operation of the One-Stop Centers, utilizing the entity’s:

a) Experience in implementing integrated service models for workforce center systems;

b) Knowledge, skills, abilities and experience with each of the workforce system programs as well as experience working with employer or business services;

c) Management strategies for efficiently and effectively achieving the Board goals and TWC’s performance outcomes of contracts;

d) Experience with building an effective and diverse management team including any significant achievements that were a result of those management efforts; and

e) Demonstrated effectiveness in managing people and systems to address customer focus, customer service, and customer satisfaction.

**Item 14.** Describe, in no more than 250 words for each topic, strategies the entity will employ to:

a) Integrate the delivery of services across programs;

b) Hire, train and retain staff;

c) Identify internal policies and/or procedures that are needed specifically to perform the Contract. In addition, identify the staff positions that will be responsible for developing and implementing those policies and procedures;

d) Ensure that performance measures will be met and spending benchmarks achieved;

e) Monitor program activities and services for effectiveness and compliance;

f) Identify suspected program fraud; and

g) Secure confidential information.

**Item 15.** Include the following documents that the entity would utilize for the proposed contract:

a) Personnel Policies;

b) Affirmative Action/Equal Opportunity Plan; and


**Financial Experience and Organizational Stability**

**Item 16.** Describe, in no more than 250 words for each topic:

a) The entity’s experience in developing and managing budgets from multiple funding sources to obtain organization goals, and experience with federal and State accounting practices and principles;

b) The entity’s fiscal management systems to include a description of the accounting system, audit and audit resolution, budget management, cash management, financial reporting, property management and procurement;

c) The entity’s method for performing self-monitoring for fiscal integrity, accuracy, performance, and compliance;

d) How the entity will forecast expenditures for direct client services; and

e) The manner in which the entity will track, obligate, and de-obligate education and training payments, supportive services, and any other direct customer payments.
**Item 17.** List and/or identify for the entity:

a) Any disallowed costs that the entity has had to repay to a federal, State or local funding agency in the last five years and any pending issues or litigation where the entity might have financial liability;

b) The sources and amounts of funds available to pay any disallowed costs that might result from the operations of the One-Stop Centers under the entity’s management; and

c) The details and status of any bankruptcy petitions and any indictments or convictions of former or current employees for fraud, embezzlement, theft or conversion.

**Item 18.** Provide the following (include, in this Item, the documents already submitted in Item 4 for a complete set in this Item):

a) Copies of fiscal monitoring reports for the last three years for each contract. Include both TWC and Board and/or other governing agencies monitoring reports. Describe efforts undertaken to address deficiencies identified in these reports;

b) A certified statement that all taxes are paid in full to Internal Revenue Service and any other federal or State agencies to include employment, franchise, income, and sales taxes;

c) A copy of the entity’s cost allocation plan and/or the indirect cost approval from a cognizant agency detailing how the organization’s costs are shared from multiple funding sources; and

d) Information about any funds previously under the entity’s control that have been de-obligated. Pertinent information would include but not be limited to: how much was de-obligated, when did the de-obligation occur, what program the funds were associated with, and whether it was a voluntary or a Board imposed de-obligation.

**Item 19.** As part of the contract, PRPC requires that the sub-recipient obtain a surety bond or other source of funding that is sufficient to cover the largest cumulative amount of all cash requests submitted by the Sub-recipient on any given day, or the cumulative amount of funds on hand at any given point. Provide information documenting how the entity will meet this requirement including, but not limited to, the source of funding to cover this requirement and documentation from a financial institution supporting the availability and amount of these funds.

**Item 20.** Describe in detail the entity’s processes and procedures regarding accountability for contracted performance measures, resolution of any monitoring findings, observations, and repeat findings and follow-up. Include in this item, copies of the three most recent audits, including Single Audits, if applicable, and any management letter comments including corrective action plan to address the reportable conditions; and income statement and balance sheet through November 30, 2016, audited or unaudited. If the entity has not been audited, provide the last three years of financial statements. If the proposer is a not-for-profit organization [501(c)(3)], provide a copy of the organization’s IRS Form 990 for each of the past three years.
Experience

Item 21. Include a list showing each contract/grant to deliver the services described in this RFP’s “Current Funding” section on Page 5 and/or any other similar program services since October 1, 2013 under which the entity has provided services and identify the following for each contract/grant:

a) Term of contract or grant;
b) Funding source;
c) Funding agency;
d) Funding amount;
e) Contact person;
f) Geographic area served;
g) Population groups served;
h) Comparison of actual to contracted performance; and
i) Monitoring findings and resolutions

Item 22. Describe in narrative form your most recent experience in delivering workforce development services. Include at a minimum: performance, utilization of funds, awards, incentives, innovations and problems corrected. For each contract shown in the response to Item 21 above, provide names, phone numbers, mailing and email addresses for at least two funding agency references that can provide information related to your experience and performance.

Board Workforce Service Delivery Priorities

Item 23. In no more than 250 words for each topic, specify strategies you will employ to:

a) Ensure that employers can access a broad range of effective services for recruiting and hiring qualified workers;
b) Ensure that job seekers can access a broad range of effective services to help them find and retain employment, access training or retraining, and support those activities with child care and other needed resources;
c) Provide services throughout the 26 counties of the Panhandle Workforce Development area;
d) Maximize the availability and provision of training to program participants, targeted populations, and job seekers;
e) Deliver priority of services provisions to individualized career services and training services for public assistance recipients and other low-income adults and individuals who are basic skills deficient;
f) Participate in collaborative activities with community partners to assist in the development of a qualified workforce to meet current and future employer and economic development needs;
g) Maximize the satisfaction of all customer groups with the area’s workforce services;
h) Implement an Integrated Workforce service-delivery system with Adult Education and Literacy that expands the options for participants with employment and postsecondary education and training needs;
i) Implement a Career Pathways approach that supports postsecondary educations and training for youth and adults and their service-delivery options;

j) Maximize employment opportunities for job seekers and program customers utilizing Job Developments;

k) Maximize the use of on-the-job training contracts;

l) Increase workforce program participant’s earnings;

m) Improve economic and career success for program customers through financial literacy;

n) Increase access to employment, education, training, and support services for individuals, particularly those with barriers to employment and economic success;

o) Outreach and engage disconnected out-of-school youth; and

p) Utilize technology to improve social media presence and energize the www.wspanhandle.com website.

PROPOSAL BUDGET

Using this solicitation’s budget forms (Templates are in an Excel format spreadsheet in Attachment C: Budget Detail Form – Personnel Costs – first worksheet tab “Personnel”; Management & Operation Line- Item Budget Form – second worksheet tab “Management & Operation”; and Direct Services By Grant Line –Item Budget Form – third worksheet tab “Direct Services”) and instructions, the proposer is required to present a line item budget, based on the funding amounts provided on page 5 of the RFP, detailing all of the entity’s proposed costs for managing the Panhandle’s workforce center operation.

- Include a budget narrative that describes each cost item and how it was calculated.

- Present a budget for a one (1) year period (October 1, 2017 – September 30, 2018). Actual allocations to local workforce development areas for the contract period and associated performance expectations have not been determined by TWC. The actual budget and performance expectations for the contract period October 1, 2017 – September 30, 2018 will be negotiated between PRPC and the successful proposer based on funding available for that period.

- Except for the workforce center personnel costs, fringe benefits, consumable office supplies (this includes customer and staff restroom supplies), postage, communication/advertising, professional services, and travel expenses, PRPC will process payments directly to vendors.

- PRPC manages and pays directly for the following items:
  
  a) Insurance (Equipment);
  b) Lease of facilities;
  c) Furnishings;
  d) Fixtures;
  e) Utilities;
  f) Telephone;
  g) Connectivity;
  h) Building and equipment maintenance;
  i) Janitorial services;
  j) Equipment rental/purchases; and
  k) Printing of PRPC standardized forms.
Therefore, it is **not** necessary to include these items in the proposed budget. However, any similar costs associated with the administration of the Contract but located in Sub-recipient owned or leased facilities will be the responsibility of the Sub-recipient and **should** be included in the budget.

- Costs for direct services (e.g., child care, training, support services, etc.) will be paid by PRPC directly to the appropriate parties based on the authorizations issued by the Sub-recipient. However, the Sub-recipient is responsible for managing budget amounts for all line-item expenses to include direct customer services costs for each funding stream.

**Budget Detail Form – Personnel Costs**

**Item 24.** The proposer is required to put forward a potential staffing structure for the management and operation of the workforce centers using the spreadsheet in Attachment C – first worksheet tab “Personnel”. This item should detail the staffing structure on the Budget Detail Form – Personnel Costs as specified below:

- List the proposed staff positions in Column B. (Additional lines may be added as needed.);
- Indicate whether the position is full time or part time in Column C;
- State proposed annual salary for each position in Column D;
- Fringe Benefits are contained in Columns E through N. Provide estimated expense per employee in each column as applicable to each of the benefits offered to employees;
- The total fringe benefit cost should be calculated in Column O;
- Estimated Payroll Taxes should be entered into columns P through S;
- The total of columns P through S should be calculated in Column T; and
- Column U should contain the total salary, fringe, and tax amount for each employee. (This column will equal the sum of columns D, O, & T).

**Management & Operation Line-Item Budget Form**

**Item 25.** The proposer is required to identify the administrative and program costs associated with management of the Workforce centers on Management & Operation Line-Item Budget Form in Attachment C – second worksheet tab “Management & Operation”. This budget must provide for all operational costs required to perform the work described in this solicitation except for those listed above which will be paid directly by PRPC. All such costs must be necessary and reasonable. Any line item left blank due to inclusion in another line item must be explained. The allocation and classification of costs must be consistent with applicable statutes, rules and regulations, including TWC’s FMGC and other policies.

- These Costs include:
  
  a) Personnel Costs – These costs should align with the amounts detailed in the Budget Detail Form – Personnel Costs;
  b) Fringe Benefits – These costs should also align with the amounts detailed in the Budget Detail Form – Personnel Costs;
  c) Insurance (Other than equipment) – Professional Liability and Auto coverage provided must equal or exceed those required in TWC’s FMGC. The successful proposer must name PRPC as the certificate holder or other insured when appropriate;
d) Office Expense;

e) Professional Services;

f) Rent and Related (Other than the workforce centers as listed above);

g) Travel - Travel and mileage costs should be based on the State-approved rates; and

h) Other Costs.

- If you include indirect costs in your budget, you must include a copy of your indirect cost plan. Indirect cost plans must be either approved by a cognizant agency to meet the requirements of TWC's FMGC and the appropriate OMB Circular(s), or must be submitted to PRPC with supporting documentation for approval prior to contract execution.

- Only for-profit proposers may include profit. Any proposal to include profit must be contingent on meeting State and local performance measures and include a cap allowing profit of no more than 10% of other proposed expenditures.

- If applicable, provide information to identify and assign a monetary value to any items (personnel, goods or services) that you will provide to conduct the contract, but which you will pay for through means other than contract funds. Identify the source of funds to be used to pay for such items.

Direct Services By Grant Line–Item Budget Form

**Item 26.** The proposer is required to identify the costs associated with providing Direct Services to customers on the Direct Services by Grant Line–Item Budget Form in Attachment C – third worksheet tab “Direct Services”). This budget must provide for proposed figures to be spent on various direct services for clients as it would correspond to effective management of grant resources and appropriate management of required program activities. All such costs must be necessary and reasonable. These Costs include:

- Individual Training Accounts (ITA) are the primary method to be used for procuring training services under WIOA. Training services provided in this category must be linked to in-demand employment opportunities in the local area. – Estimates of these costs should be broken out and recorded by grant on the direct services spreadsheet line designated 1. ITA;

- On-the-Job Training – This category may include placing participants in a registered apprenticeship program, customized training, incumbent worker training, or transitional jobs. – Estimates of these costs should be broken out and recorded by grant on the direct services spreadsheet line designated 2. OJT;

- Support Services – This category may include, but is not limited to, child care, dependent care, housing, and needs related payments. These supportive services may only be funded when they are not available through other agencies and the services are necessary for the individual to participate in work or training activities. – Estimates of these costs should be broken out and recorded by grant on the direct services spreadsheet line designated 3. Supportive Services;

- Subsidized Employment is a work activity that includes full-time or part-time employment in the private or public sector, where all or a portion of the participant’s wages are subsidized using federal or State funds. All subsidized employment placements must prepare and move participants into unsubsidized employment; cannot be used by employers to displace any existing employees; participants are allotted to employers who
are expected to retain the participants as regular unsubsidized employees once the subsidized employment has ended, unless successful completion of the placement is expected to result in unsubsidized employment with a different employer; and wages are at least federal or State minimum wage, whichever is higher. – Estimates of these costs should be broken out and recorded by grant on the direct services spread sheet line designated 4. Subsidized Employment;

- Transportation is a type of supportive service to be broken out separately. This supportive service may only be funded when it is not available through other agencies and the services are necessary for the individual to participate in work or training related activities. – Estimates of these costs should be broken out and recorded by grant on the direct services spread sheet line designated 5. Transportation;

- Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate, and may take place in the private for-profit sector, the nonprofit sector, or the public sector. Work experience is especially critical in meeting WIOA youth expenditure requirements. – Estimates of these costs should be broken out and recorded by grant on the direct services spread sheet line designated 6. Work Experience;

- Work Related Expenses may be provided when they are necessary for participants to accept or retain employment that pays at least the federal minimum wage. These expenses may be paid in advance or as a reimbursement based on a participant’s needs in relation to employment. Examples of work-related expenses include the following: tools; uniforms; equipment; car repairs; housing or moving expenses; and cost of vocationally required examinations or certificates. – Estimates of these costs should be broken out and recorded by grant on the direct services spread sheet line designated 7. Work Related Expenses; and

- Other Costs.

**Budget Narrative**

**Item 27.** Provide a brief written description of the expenses included in each line item of the budget.

**VIDEO PRESENTATION**

**Item 28.** Provide a video presentation in USB media format describing, in no more than ten (10) minutes in length, the proposing entity’s vision of the future of workforce development and child care services and how a Contract awarded through this solicitation would fit into that vision. This video will be shown to the PWDB staff reviewing the proposals and also, in addition to oral presentations, to the PWDB’s Executive Committee during the meeting scheduled for February 8, 2016.

**PROPOSAL CHECKLIST**

**Item 29.** The proposer is required to complete the Proposal Checklist in Attachment D which lists all required items of the solicitation in numerical order. Proposers must list the references and page number(s) in the proposal where each Item can be found in the last column titled “Proposal Page Numbers”.

Panhandle WDA RFP Workforce Development and Child Care Service Delivery
GENERAL INFORMATION

Proposer’s Conference
A Proposer’s Conference will be held at 1:30 p.m. on Friday, December 2, 2016, in PRPC’s Board Room, 415 Southwest Eighth Avenue, Amarillo, Texas. This meeting is not mandatory, but attendance is highly recommended.

Questions relating to this solicitation must be received by 3:00 p.m. on Tuesday, December 6, 2016. All questions must be presented in written form to:

Workforce Development Division
Panhandle Regional Planning Commission
415 Southwest Eighth Avenue
P.O. Box 9257
Amarillo, Texas 79105-9257
E-mail: wdrfpquestions@theprpc.org

Each question received and the associated response will be provided by email to all RFP recipients and entities submitting such requests.

Notice of Change
PRPC reserves the right to correct errors and/or amend this solicitation, as it deems necessary. Notification of such changes will be provided to all proposers that have received or requested this solicitation.

Deadline for Submission
Proposals must be received no later than 3:00 p.m., Friday, January 13, 2017, in the offices of PRPC:

Panhandle Regional Planning Commission
Sealed Proposal: Workforce Development Service Delivery
415 Southwest Eighth Avenue
Amarillo, TX 79101

Late proposals will not be opened or considered. Sealed proposals will be opened in a Public Opening immediately following the Deadline for Submission at 3:00 p.m. on January 13, 2016. Under Section 552.104 of the Texas Public Information Act, which excepts the release of information that, if released, would “give advantage to a competitor or bidder”, proposal information will not be available to anyone other than the PRPC designated contracting officer at the time of the Public Opening. This protection is provided as proposers have the opportunity to make oral presentations at the PWDB Executive Committee on February 8, 2016.

Withdrawal by Proposer
Proposals may be withdrawn only by delivery of a written request to PRPC prior to the date and time specified for receipt of such proposals.

Award and Notification
A single contract will be awarded based on the screening and selection criteria specified in this solicitation. All proposers will be notified in writing of the results.
TERMS AND CONDITIONS

General
Collaborative partnerships and/or the use of subcontractors are subject to the terms and conditions below:

- A collaborative partnership will be considered as a single qualifying entity, providing the proposal, designates a single lead entity to administer the Contract. The partnership arrangement must be formal and ensure that all of the Sub-recipient qualifications are met and can be administered by the lead entity.

- The use of a subcontractor(s) must be justified and the role of the subcontractor must be detailed in the completed proposal narrative. Related costs must also be specified in the proposal budget. All subcontracts must be compliant with the requirements for Sub-recipients and subcontractors in TWC’s Agency-Board Agreement, and must include all required assurances. PRPC will review all subcontracts for compliance prior to contract execution with the successful proposer.

Conflict of Interest
Proposers may not contact or offer gratuities, favors or anything of monetary value to any officer, employee, agent or member of PRPC, the PWDB or the PWDCGB for the purpose of influencing favorable disposition toward a proposal submitted in response to this solicitation. Violation of this instruction will cause such proposals to be rejected.

No employee, officer, or agent of PRPC or member of the PWDB or PWDCGB may participate in the discussion, selection, award, negotiation, or administration of the contract to be awarded as a result of this solicitation if a conflict of interest, real or apparent, would result. A conflict would arise when such an individual; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the proposer selected for Contract award.

Proposers may not engage in any practices that restrict competition. Violation of this instruction will cause related proposals to be rejected. This does not preclude joint ventures or subcontracts, if such arrangements are approved by PRPC prior to funding.

Access to Information
Upon request, proposers must grant PRPC and/or other authorized governmental entities access to records required to ensure compliance with related statutes, rules, and regulations applicable to responses to this solicitation.

Proposers must demonstrate that they possess sufficient working capital and adequate financial resources, or the ability to obtain such resources to repay any disallowed costs associated with the Contract to be awarded through this solicitation.

PRPC reserves the right to request additional information from any and all proposers; to confer with any individual, agency, employer, or grantee referenced in a proposal; and to contact other parties who may have relevant experience and/or knowledge of a proposer’s performance and qualifications. Additionally, PRPC reserves the right to conduct a review of records, systems, procedures, credit and criminal histories and any other items related to any proposer being considered for funding. This may occur prior or subsequent to the Contract award. Misrepresentation or substantive questions that may arise concerning a proposer’s ability to perform may result in the rejection of a proposal or cancellation of any Contract awarded. PRPC also reserves the right to require the submission of any revisions to a proposal deemed necessary as a result of Contract negotiations.
**Funding and Financial Obligations**

The funding and scope of services to be provided under any Contract resulting from this solicitation is dependent upon the award of resources by TWC. No legal liability on the part of PRPC for payment of any monies will exist unless and until funds are made available to PRPC, and written notice of such availability is given to the proposer awarded the Contract through this solicitation.

This request is not to be construed as a commitment of any kind. It does not obligate PRPC to pay for costs incurred in the submission of a proposal or for any costs incurred prior to execution of a contract with the selected proposer, unless specifically authorized in writing by PRPC. Proposers may not use contract funds to pay any costs associated with the preparation of a response to this solicitation.

**Offers**

Offers must be valid for a period of 180 days following the date and time designated for receipt of proposals, and may not be withdrawn or canceled thereafter without the written permission of PRPC.

The contents of a proposal may become contractually binding if the proposer is selected for Contract award. Failure of a proposer to accept this obligation may result in cancellation of the award.

Proposers are advised that the contents of a proposal may be made available, upon request, to the public under the Texas Public Information Act after award of a Contract or in the event that this solicitation is cancelled.

No plea of error or mistake may be used by the successful proposer as a basis for release from its offer. Any damages accruing to PRPC because of the selected proposer’s failure to enter into a Contract may be recovered from the proposer.

**Awards**

Any Contract resulting from this solicitation will be between PRPC and the successful proposer. The Contract will be awarded to the responsible proposer whose submission, conforming to this solicitation, will be most advantageous to PRPC, considering price and other related factors. PRPC will make the award, negotiate and execute the resulting Contract, subject to the approval of the PWDB, the PWDCB and PRPC’s Board of Directors. Associated screening, review and scoring instruments are attached.

PRPC reserves the right to accept proposals other than those offering the lowest cost, to reject any or all proposals and to waive informalities and minor irregularities in received proposals. PRPC may accept any proposal item or group of proposal items unless the proposer qualifies the proposal by specific limitations.

The Contract awarded as a result of this solicitation will be a cost reimbursement agreement. Reimbursement will be made only for costs incurred and charged in a manner consistent with the applicable federal and State statutes and amendments thereto, related regulations, contract terms, and rules and requirements of PRPC.

PRPC reserves the right to negotiate a limited-term transitional Contract if necessary to ensure continuity of services.

**Protests**

Proposers whose submissions are rejected or who believe their rights were not adhered to in the selection process may protest by directing inquiries to Gary Pitner, Executive Director, PRPC, P.O. Box 9257, Amarillo, Texas 79105-9257, (806) 372-3381. Protests must be made in writing within seven (7) calendar days of notification of contract award, giving the basis for the protest and specifying all pertinent information. No relief will be awarded appellants not filing within the period specified above. Hearings will be conducted in accordance with existing PRPC procurement procedures.
SCREENING, REVIEW AND EVALUATION PROCESS

The Partnership Agreement between the PWDB and the PWDCGB specifies that PRPC, as administrative and fiscal entity and the agency contracting with the State of Texas, has the responsibility for procuring goods and services related to this solicitation. In keeping with applicable federal and State guidelines, selection criteria for the award of a Contract through this solicitation will include evaluation of a proposer’s underlying qualifications; organizational, administrative and fiscal capabilities; service delivery abilities and strategies; and cost effectiveness. All proposals received will be subject to the following review and evaluation process:

**Step I - PRPC Staff Review**

An initial screening of proposals will be performed by PRPC staff to ensure that submissions are responsive to this solicitation, conform to requirements and are acceptable for full review. A standard initial screening instrument will be utilized. Subsequently, PRPC staff will conduct a full review and scoring of proposals. If multiple proposals are received, PRPC staff recommendations on the Contract award will be forwarded to the PWDB’s Executive Committee for review. If only one proposal is received, PRPC staff recommendations will be forwarded directly to the full Board.

**Step II - PWDB’s Executive Committee Review**

If multiple proposals are received, the PWDB’s Executive Committee will review data on past performance, hear oral presentations from proposers, view proposer-submitted videos and address related questions to proposers. PRPC staff will coordinate the Executive Committee’s activities and provide input, recommendations and technical assistance. The Executive Committee will determine whether additional scoring is necessary and if so, will score the proposals. Based on the results of the above process, the Executive Committee will formulate recommendations on the Contract award.

**Step III – PWDB Meeting**

The PWDB will consider the recommendations of the Executive Committee and staff during a scheduled meeting. The group will vote to approve the recommendations on the Contract award.

**Step IV - PWDCGB**

The PWDCGB will vote to concur with the actions of the PWDB. If there is non-concurrence between the PWDB and the PWDCGB, terms of the PWDA’s Partnership Agreement will be followed to resolve areas of nonconcurrence.

**Step V – PRPC’s Board of Directors**

Once there is concurrence between the PWDB and the PWDCGB, PRPC’s Board of Directors will authorize execution of the resulting Contract. Sole parties to the Contract for service provision resulting from this solicitation will be the selected Service Provider (Sub-recipient) and PRPC.
INITIAL SCREENING SHEET

Signature of Reviewer ___________________________ Date of Review ________________

Proposer _______________________________________

To be considered for further review, a proposer must demonstrate responsiveness to this solicitation as indicated by YES ratings on all the following questions.

Date and Time of Proposal Receipt ________________________________

➢ Was the proposal received by the Deadline for Submission?

[ ] YES [ ] NO

1. Did the proposer complete the Proposal Cover Sheet (Attachment A) and provide the required documentation of Legal Organization?

[ ] YES [ ] NO

2. Did the proposer provide a “certificate of status” issued by the Texas Secretary of State as official evidence that the proposer is a legally organized public, private not-for-profit or private for-profit entity or individual authorized to do business in the State of Texas?

[ ] YES [ ] NO

3. Did the proposer provide documentation of possession of the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into a Contract to be awarded through this solicitation, to receive the funds authorized by such Contract, and to perform the services it has obligated itself to perform under such Contract?

[ ] YES [ ] NO

4. Did the proposer provide copies of Program Monitoring Reports from the last three years to demonstrate the proposer’s responsibility for effectively delivering program services and meeting performance expectations in an integrated workforce development system, including the unemployment compensation insurance program; job training; employment and employment-related educational programs; and the workforce development programs consolidated under the authority of Texas Labor Code § 302.021; and possess the ability to perform successfully under the terms and conditions of a Contract to be awarded through this solicitation?

[ ] YES [ ] NO

5. Did the proposer provide copies of Fiscal Monitoring Reports, Audit Reports and Management Letters from the last three years to demonstrate effective financial performance under contracts with Workforce Development Boards by meeting all fiscal expenditure goals and the ability to utilize funds to derive organizational strategic objectives?

[ ] YES [ ] NO
6. Did the proposer provide documentation from a financial institution supporting the availability and amount of funds to demonstrate that the proposer possesses the financial resources, or the capability to secure such resources, as required during the performance of a Contract to be awarded through this solicitation, sufficient to repay any disallowed costs associated with such Contract?  

[ ] YES  [ ] NO

7. Did the proposer provide Accounting and Procurement Policies and Procedures to demonstrate that it is in sound financial condition and has effective fiscal and administrative management systems, fiscal organizational structures, and fiscal knowledge in accordance with federal, State, and generally accepted accounting practices?  

[ ] YES  [ ] NO

8. Did the proposal include résumés of key personnel in the positions of Program and Fiscal Management to demonstrate that the proposer has successful experience performing the type of work described herein, or work similar in scope and nature?  

[ ] YES  [ ] NO

9. Did the proposal include references to demonstrate that the proposer can perform under the terms and conditions of a Contract to be awarded through this solicitation in accordance with the highest standards of integrity and business ethics?  

[ ] YES  [ ] NO

10. Does the proposer provide the required completed and signed form for Certifications and Assurances (Attachment B)?  

[ ] YES  [ ] NO
FULL REVIEW AND SCORING SHEET

Signature of Reviewer_________________________________________ Date________________

Proposer_____________________________________________________

This proposal has been awarded a total of __________ out of 101 possible points by the reviewer.

Instructions: In the box for each scoring section, indicate the numeric score, using whole numbers, within the range shown on each continuum. Add all scores to determine total.

HISTORICALLY UNDERUTILIZED BUSINESS (1 PT.)

The proposer qualifies as a Historically Underutilized Business (HUB).

[] 0 pts.  [ ] 1 pts.  
[ ] No  [ ] Yes

QUALIFICATIONS – ITEMS 1 THROUGH 22 (36 PTS.)

Organizational Capability and Capacity

11. The proposer provides sufficient information on the entity’s background, legal organization, and structure; and rationale behind using a subcontractor rather than providing services directly, if applicable.

Notes: ___________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

12. The proposer’s submission includes:

a) A proposed organizational chart,
b) Complete job descriptions for each type or classification of position,
c) Résumés of all proposed corporate management staff by position and major responsibility,
d) Strategies, consistent with the Texas Model, for communication, coordination and management of TWC staff; and
e) Hiring preferences for staff of current contractor,

- which are appropriate for the work to be performed, likely to result in a competent and stable staff, and indicate an ability to successfully implement the Contract resulting from this solicitation.

Notes: ___________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________
**Organizational Strategies and Plans**

13. The proposer’s submission includes sufficient strategies for utilizing the entity’s:
   a) Experience in implementing integrated service models,
   b) Knowledge, skills, abilities and experience with each of the workforce system programs and with employer or business services,
   c) Management strategies for efficiently and effectively achieving Board and TWC’s goals and performance outcomes,
   d) Experience with building an effective and diverse management team, and
   e) Demonstrated effectiveness in managing people and systems to address customer focus, customer service, and customer satisfaction.

Notes: ________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

14. The proposer’s submission includes sufficient strategies to:
   a) Integrate delivery of service across programs,
   b) Hire, train and retain staff,
   c) Identify internal policies and/or procedures needed to perform the Contract, and staff positions responsible for developing and implementing,
   d) Ensure performance measures will be met and spending benchmarks achieved,
   e) Monitor program activities and services for effectiveness and compliance,
   f) Identify suspected program fraud, and
   g) Secure confidential information.

Notes: ________________________________________________________________

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_____________________________________________________________________

15. The proposer’s submission includes:
   a) Personnel Policies,
   b) Affirmative Action/Equal Opportunity Plan, and

Notes: ________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
Financial Experience and Organizational Stability

16. The proposer’s submission sufficiently describes:
   a) The entity’s experience in developing and managing budgets from multiple funding sources,
   b) The entity’s fiscal management systems including accounting, audit, audit resolution, budget management, cash management, financial reporting, property management and procurement,
   c) The entity’s method for performing self-monitoring for fiscal integrity, accuracy, performance, and compliance,
   d) How the entity will forecast expenditures for direct client services, and
   e) The manner in which the entity will track, obligate, and de-obligate education and training payments, supportive services, and other customer payments.

Notes: _________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

17. The proposer’s submission lists/identifies:
   a) Any disallowed costs that the entity has had to repay to a federal, State or local funding agency in the last five years and any pending issues or litigation where the entity might have financial liability,
   b) The sources and amounts of funds available to pay any disallowed cost that might result from the operations of the one-stop centers, and
   c) Details and status of any bankruptcy petitions and any indictments or convictions of former or current employees for fraud, embezzlement, theft or conversion.

Notes: _________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
18. The proposer’s submission provides the following:
   a) Copies of fiscal monitoring reports for the last three years for each contract. Include both TWC and Board and/or other governing agencies monitoring reports. Describe efforts undertaken to address deficiencies identified in these reports;
   b) A certified statement that all taxes are paid in full to Internal Revenue Service and any other federal or State agencies to include employment, franchise, income, and sales taxes;
   c) A copy of the entity’s cost allocation plan and/or the indirect cost approval from a cognizant agency detailing how the organization’s costs are shared from multiple funding sources; and
   d) Information about any funds previously under the entity’s control that have been de-obligated. Pertinent information would include but not be limited to: how much was de-obligated, when did the de-obligation occur, what program the funds were associated with, and whether it was a voluntary or a Board imposed de-obligation.

Notes: ________________________________________________________________

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____________________________________________________________________

19. The proposer’s submission documents how the entity will meet the requirement of a surety bond or other source of funding that is sufficient to cover the largest cumulative amount of all cash request submitted by the Sub-recipient on any given day, or the cumulative amount of funds on hand at any given point, including, but not limited to, the source of funding to cover this requirement and documentation from a financial institution supporting the availability and amount of these funds.

Notes: ________________________________________________________________

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20. The proposer’s submission describes in detail the entity’s processes and procedures regarding accountability for contracted performance measures, resolution of any monitoring findings, observations, and repeat findings and follow-up. It includes copies of the three most recent audits, including Single Audits, if applicable, and any management letter comments including corrective action plan to address the reportable conditions; and income statement and balance sheet through November 30, 2016, audited or unaudited. If the entity has not been audited, it includes the last three years of financial statements. If the proposer is a not-for-profit organization [501(c)(3)], it includes a copy of the organization’s IRS Form 990 for each of the past three years.

Notes: ________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Experience

21. The proposer’s submission includes a list showing each contract/grant to deliver services:
   - Workforce Innovation & Opportunity Act - Adult
   - Workforce Innovation & Opportunity Act - Youth
   - Workforce Innovation & Opportunity Act - Dislocated Worker
   - Workforce Innovation & Opportunity Act - Rapid Response
   - Trade Adjustment Assistance
   - Temporary Assistance to Needy Families - CHOICES
   - Temporary Assistance to Needy Families - Non-Custodial Parents
   - Supplemental Nutrition Assistance - Employment & Training
   - Child Care - Formula & Match
   - Child Care - Quality
   - Wagner-Peyser Employment Service
   - Veterans Employment Service
   - Special Initiative Grants**

   - and/or any other similar program services since October 1, 2013 under which the entity has provided services and identifies the following for each:
     a) Term of contract or grant
     b) Funding source
     c) Funding agency
     d) Funding amount
     e) Contact person
     f) Geographic area served
     g) Population groups served
     h) Comparison of actual to contracted performance
     i) Monitoring findings and resolutions

Notes:________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

22. The proposer’s submission describes the entity’s most recent experience in delivering workforce development services, including performance, utilization of funds, awards, incentives, innovations and problems corrected; and for each contract in Item 21 above, provides names, phone numbers, mailing and email addresses for at least two funding agency references related to the entity’s experience and performance.

Notes:________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

0 pts. 12 pts. 24 pts. 36 pts.
Poor Fair Good Excellent
BOARD PRIORITIES – ITEM 23 (21 PTS.)

23. The proposer’s submission sufficiently specifies strategies it will employ to:
   a) Ensure that employers can access a broad range of effective services for recruiting and hiring qualified workers
   b) Ensure that job seekers can access a broad range of effective services to help them find and retain employment, access training or retraining, and support those activities with child care and other needed resources;
   c) Provide services throughout the 26 counties of the Panhandle Workforce Development area;
   d) Maximize the availability and provision of training to program participants, targeted populations, and job seekers;
   e) Deliver priority of services provisions to individualized career services and training services for public assistance recipients and other low-income adults and individuals who are basic skills deficient;
   f) Participate in collaborative activities with community partners to assist in the development of a qualified workforce to meet current and future employer and economic development needs;
   g) Maximize the satisfaction of all customer groups with the area’s workforce services;
   h) Implement an Integrated Workforce service-delivery system with Adult Education and Literacy that expands the options for participants with employment and postsecondary education and training needs;
   i) Implement a Career Pathways approach that supports postsecondary educations and training for youth and adults and their service-delivery options;
   j) Maximize employment opportunities for job seekers and program customers utilizing Job Developments;
   k) Maximize the use of on-the-job training contracts;
   l) Increase workforce program participant’s earnings;
   m) Improve economic and career success for program customers through financial literacy;
   n) Increase access to employment, education, training, and support services for individuals, particularly those with barriers to employment and economic success;
   o) Outreach and engage disconnected out-of-school youth; and
   p) Utilize technology to improve social media presence and energize the www.wspanhandle.com website.

Notes: _________________________________________________________________________
______________________________________________________________________________
_______________________________________________________________________________

0 pts.  7 pts.  14 pts.  21 pts.
Poor  Fair  Good  Excellent
**BUDGET – ITEMS THROUGH 27 (33 PTS.)**

The proposer’s submission presents a line item budget (Attachment C) based upon the funding amounts provides, detailing all of the entity’s proposed costs for managing the Panhandle’s workforce center operation that appears to be allowable, necessary, reasonable, competitive and consistent with the specifications of the solicitation and proper cost allocation principles.

24. The proposer’s submission puts forward a potential staffing structure in the Budget Detail Form – Personnel Costs including the following:

- Proposed staff positions in Column B,
- Whether the position is full time or part time in Column C,
- State proposed annual salary for each position in Column D,
- Fringe Benefits in Columns E through N and the estimated expense per employee in each column as applicable to each of the benefits offered to employees,
- Total fringe benefit cost in Column O,
- Estimated Payroll Taxes in columns P through S,
- Total of columns P through S in Column T; and
- Column U containing the total salary, fringe, and tax amount for each employee. (Equaling the sum of columns D, O, & T.).

Notes: __________________________________________
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25. The proposer’s submission identifies the administrative and program costs associated with management of the workforce centers in the Management & Operation Line-Item Budget Form and provides for all operational costs required to perform the work of the Contract (except for those listed which will be paid directly by PRPC) including:

- Personnel Costs
- Fringe Benefits
- Insurance (Professional Liability and Auto)
- Office Expense
- Professional Services
- Rent and Related
- Travel
- Other Costs

Notes: __________________________________________
__________________________________________________________________________
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26. The proposer’s submission identifies the costs associated with providing Direct Services to customers on the Direct Services by Grant Line-Item Budget Form. These costs include:

- Individual Training Accounts (ITA)
- On-the-Job Training
- Supportive Services
- Subsidized Employment
- Transportation
- Work Experience
- Work Related Expenses
- Other Costs

Notes: ____________________________________________________________

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27. The proposer’s submission provides a written description of the expenses included in each line item of the budget.

Notes: ____________________________________________________________

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**VIDEO PRESENTATION (9 PTS.)**

28. The proposer’s submission provides a video presentation sufficiently describing the entity’s vision of the future of workforce development and child care services and how a Contract awarded through this solicitation would fit into that vision.

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**PROPOSAL CHECKLIST (1 PT.)**

29. The proposer sufficiently completed the Proposal Checklist (Attachment D).

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RESOURCES ON THE INTERNET

Panhandle Regional Planning Commission
http://www.theprpc.org

TWC Workforce Innovations and Opportunity Act (WIOA)
http://www.twc.state.tx.us/partners/workforce-innovation-opportunity-act-wioa

TWC Workforce Policy and Guidance
http://www.twc.state.tx.us/partners/workforce-policy-guidance

TAC/TWC Rules
http://www.twc.state.tx.us/twcinfo/rules/twcrules.html

TWC Program Information
http://www.twc.state.tx.us/customers/rpm/rpmsub2.html

Laws, Statutes and Rules
http://www.twc.state.tx.us/customers/rpm/rpmsub1.html

TWC Policy Issuances
http://www.twc.state.tx.us/boards/wdletters/wdletters.html

TWC Financial Manual for Grants and Contracts
http://www.twc.state.tx.us/business/fmgc/fmgc_toc.html

TWC Skills Development Fund
http://www.twc.state.tx.us/partners/skills-development-fund

TWC Eligible Training Provider System (ETPS)
http://www.twc.state.tx.us/partners/eligible-training-provider-system