



REQUEST FOR PROPOSALS #25-432

**FOR THE OPERATION AND MANAGEMENT
OF
WORKFORCE SOLUTIONS DEEP EAST TEXAS
CHILD CARE SERVICES (CCS) SYSTEM**

Issued by

WORKFORCE SOLUTIONS DEEP EAST TEXAS
415 S. First Street, Suite 110B, Lufkin, Texas 75901
936-639-8898
www.detwork.org

Proposals to be submitted via email to:

procurement@detwork.org

Release Date: May 14, 2025

Deadline for Submission of Questions: May 28, 2025, 9:00 a.m. (CST)

Deadline for Submission of Proposal: June 23, 2025, 4:00 p.m. (CST)

Projected Notice of Award Date: July 9, 2025

Workforce Solutions Deep East Texas is an equal opportunity employer/program. Auxiliary aids and services are available, upon request, to individuals with disabilities.

Relay Texas: 1-800-735-2989 (TDD); 1-800-735-2988 (Voice); 1-800-662-4954 (Español); or 7-1-1

TABLE OF CONTENTS

SECTION 1 GENERAL INFORMATION	4
Introduction.....	4
Background	4
SECTION 2 REQUEST FOR PROPOSALS PURPOSE	5
Purpose	5
CCS Program	5
Activities and Services Solicited in this RFP	5
Legislative Authority	6
RFP Schedule of Events	7
RFP Issuance	8
Proposal Deadline	8
Respondent's Questions	8
Contract Type	8
Contract Period	9
Eligible Respondents.....	9
Governing Provisions and Limitations.....	10
Administrative Requirements and Procedures.....	12
SECTION 3 WORKFORCE DEVELOPMENT AREA	14
Career Centers & Counties Served.....	14
Performance Measures	14
Current Staffing	15
Funding	15
Section 4 PROPOSAL REVIEW & SELECTION PROCESS	16
Evaluation of Proposals	16
Debriefings and Appeals	17
Section 5 SCOPE OF WORK	18
Subrecipient Responsibilities	18
Section 6 PROPOSAL PREPARATION & SUBMISSION	22
Instructions for Submitting a Proposal	22
Response Checklist and Order of Submission	22
Table of Contents	23
Proposal Narrative Instructions	23
Proposal Narrative Criteria Questions.....	23
<i>Attachment A – Proposal Cover Sheet</i>	<i>28</i>
<i>Attachment B – Proposal Checklist and Order of Submission</i>	<i>29</i>
<i>Attachment C – Attestation Regarding Personnel Policies.....</i>	<i>30</i>

<i>Attachment D – Insurance and Bonding Requirements</i>	<i>31</i>
<i>Attachment E – Administrative Management Survey</i>	<i>33</i>
<i>Attachment F – Fiscal Responsibility Survey.....</i>	<i>34</i>
<i>Attachment G – Nondiscrimination and Equal Opportunity.....</i>	<i>36</i>
<i>Attachment H – Conflict of Interest Certification</i>	<i>37</i>
<i>Attachment I – Certifications Regarding Lobbying, Debarment, etc.</i>	<i>39</i>
<i>Attachment J – Texas Corporate Franchise Tax Certification.....</i>	<i>42</i>
<i>Attachment K – State Assessment Certification</i>	<i>43</i>
<i>Attachment L – Certification of Respondent</i>	<i>44</i>
<i>Attachment M – Demonstrated Effectiveness Worksheet</i>	<i>45</i>
<i>Attachment N – Grievances and Legal Actions.....</i>	<i>46</i>
<i>Budget Form A – Proposed Child Care Program Budget.....</i>	<i>47</i>
<i>Budget Form B – Proposed Transition Budget</i>	<i>48</i>
<i>Budget Form C – Budget Narrative</i>	<i>49</i>
<i>Budget Form D – Salary Detail Schedule.....</i>	<i>51</i>



SECTION 1 GENERAL INFORMATION

INTRODUCTION

The Deep East Texas Local Workforce Development Board, Inc. dba Workforce Solutions Deep East Texas (WSDet) is a nonprofit 501(c)(3) organization that oversees workforce development programs in the 12-county Deep East Texas Workforce Development Area (WDA): Angelina, Houston, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, and Tyler counties. These programs serve employers and job seekers in an effort to match job seeker skills with employer's hiring needs. WSDet is part of the Texas Workforce Solutions Network – comprised of the Texas Workforce Commission (TWC) and twenty-eight (28) local workforce boards.

BACKGROUND

The WSDet Board is responsible for the planning, oversight, and evaluation of the workforce development system in the region, including child care services. WSDet primarily receives funding from the United States Department of Labor (DOL) through the Texas Workforce Commission (TWC).

WSDet operates six workforce centers throughout the Deep East Texas region, delivering a range of services to support businesses and the current, emerging, and transitional workforce. Additionally, WSDet administers a subsidized child care program for eligible families and implements quality improvement initiatives for child care providers.

WSDet currently has two subrecipients with one being responsible solely for the provision of child care services and the other being responsible for all other workforce center services to job seekers as well as support for businesses.

The Child Care Services program is a dual-purpose program that provides access to child care services for low-income families so they can work, attend school, or enroll in training to improve the well-being of their families. At the same time, it also promotes the healthy development and school success of low and moderate-income children by providing them with higher-quality early learning and afterschool experiences. TWC contracts with WSDet to provide these services to eligible families.

SECTION 2 REQUEST FOR PROPOSALS PURPOSE

PURPOSE

WSDet is soliciting proposals from qualified and eligible entities for the operation and management of the Child Care Services (CCS) subsidized child care program. This RFP provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information for responding to this RFP.

Changes to the scope of work and/or resultant contract shall be subject to the availability of funds, successful contract negotiations, applicable procurement standards, and the laws, rules, regulations, and policies governing the programs funded under this RFP.

The services delivered by and through the CCS program shall be provided to eligible service participants as described within 45 C.F.R. § 98.20, and as stipulated in Chapter 809 of TWC's Child Care Services rules, Subchapter C.

CCS PROGRAM

The CCS program is a vital part of workforce services by assisting eligible families to work or increase their educational abilities and provide employers with a stable workforce. WSDet realizes that child care is a primary support service that parents and guardians may need in order to work or increase skills and opportunity by attending school or participating in job training.

ACTIVITIES AND SERVICES SOLICITED IN THIS RFP

Services solicited in this RFP include the operation and management of the CCS program. Operations will encompass the delivery of CCS programs and services consistent with local and state plans and applicable federal, state and local laws, rules, regulations, policies, and directives. The operation and management of the CCS program includes, but is not limited to, the provision of allowable services and activities under the following programs funded by WSDet:

- Child Care Development Funds (CCDF), which includes:
- Child Care Development Fund Partially-Subsidized Direct Care (CCF)
- Child Care Development Fund Fully-Subsidized Direct Care (CCC)
- Local match agreements (CCM)
- Texas Department of Family and Protective Services funding (DFPS/CCP)
- Various discretionary and special project funds

LEGISLATIVE AUTHORITY

All contracts funded from this RFP are subject to compliance with applicable federal, state, and local laws, rules, regulations, and policies including, but not limited to the following:

- Child Care and Development Block Grant Act of 2014, 42 United States Code (USC) § 9858 et seq.;
- Social Security Act, 42 USC § 603-619, as amended;
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 42 USC § 601 et seq.;
- Further Consolidated Appropriations Act, 2024 (Pub. L. 118-47);
- Federal Regulations for CCDF at 45 Code of Federal Regulations (CFR) Parts 98 and 99;
- Federal Financial Participation requirements in accordance with Titles 45 and 48 of the CFR and federal circulars, as amended;
- Immigration Reform and Control Act, Pub. L. 99-603, as amended, regarding employment verification and retention of verification forms for any individuals who will perform any labor or services under this contract;
- All state and federal licensing and certification requirements, health and safety standards, and regulations prescribed by the United States Department of Health and Human Services and Department of Family and Protective Services;
- All applicable provisions of the Clean Air Act, as amended (42 USC § 7401 et seq.), and the Federal Water Pollution Control Act, as amended (33 USC § 1251 et seq.);
- Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 USC § 6201 et seq., as amended;
- Texas Government Code § 2308.301 et seq.;
- Texas Government Code § 2264.051, Texas Government Code § 2264.001(4) and 8 USC § 1324a regarding hiring of undocumented workers;
- Approved State Plan for CCDF;
- Texas Human Resources Code, Chapters 31, 34, and 44;
- Texas Labor Code, Chapter 302;
- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Americans with Disabilities Act (ADA), as amended;
- Rehabilitation Act of 1973 § 503, 504, and 508, 29 USC § 793 and 794, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- The Age Discrimination Act of 1975, as amended;
- The Women in Apprenticeship and Non-Traditional Occupations Act, 29 USC § 2501 et seq., as amended;

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA) (29 CFR 38);
- Human Resources Code, esp. Chapter 42;
- 40 TAC Chapters 800, 801, 802, and 809;
- Child Care Services Guide, TWC Rules, Guides, Workforce Development (WD) Letters, Technical Assistance (TA) Bulletins, and other TWC policy directives, and their subsequent amendments;
- Approved Local Workforce Development Board Plan, including modifications and amendments;
- Policies of WSDet; and
- All other applicable laws and regulations.

For more information, visit the Texas Workforce Commission website at:

<https://twc.texas.gov/agency/laws-rules-policy>

Respondents are expected and presumed to be knowledgeable of all applicable federal, state and local laws, rules, regulations, and policies.

RFP SCHEDULE OF EVENTS

The timeline for soliciting proposals, review, selection and negotiation is presented below. The dates are tentative and may be changed at the discretion of WSDet. Interested parties shall be responsible for monitoring the WSDet website at <https://detwork.org/about-us/doing-business> for any updates pertaining to this RFP. WSDet shall not be held responsible for any further communication beyond updating the website. All times are Central Standard Time.

RFP Issuance:	May 14, 2025
Deadline for Questions Submission:	May 28, 2025, 9:00 a.m.
Questions & Answers Posted:	May 30, 2025, 2:00 p.m.
Deadline for Proposal Submission:	June 23, 2025, 4:00 p.m.
Proposal Evaluation Process:	June 24 - 30, 2025
Presentations (if needed)	July 1 – July 3, 2025
Board Meeting for Selection:	July 8, 2025
Projected Notice of Award:	July 9, 2025
Contract Negotiation & Transition	July 9, 2025 – September 30, 2025
Contract Start Date:	October 1, 2025

RFP ISSUANCE

This RFP is issued on May 14, 2025, by WSDet. Copies of the RFP are available from the following sources:

Preferred Source: <https://detwork.org/about-us/doing-business>

Secondary Source: procurement@detwork.org

PROPOSAL DEADLINE

The deadline for submission of proposals is 4 p.m. (CST), Monday, June 23, 2025.

Proposals will ONLY be accepted via email and must be submitted to procurement@detwork.org. Official receipt of the proposal will be documented on the proposal log of WSDet as determined by the date and time the emailed submission was received. Acknowledgement of receipt will be made via email to the Respondent's identified contact person. Proposals submitted via private or public mail carrier, courier service, fax, or hand delivery will not be accepted. Proposals received after the deadline will be considered non-responsive and will not be accepted. The timely delivery of the proposal is the sole responsibility of the submitting party.

RESPONDENT'S QUESTIONS

Any questions regarding this RFP must be submitted electronically no later than 9:00 a.m. on Wednesday, May 28, 2025. No questions may be submitted via private or public mail carrier, courier service, fax, or hand delivery, nor via telephone or in-person communication. A Question and Answer publication will be released by WSDet on Friday, May 30, 2025. This publication will be posted on the WSDet website at <https://detwork.org/about-us/doing-business>. All questions should be directed to procurement@detwork.org.

Other than questions submitted as directed above, WSDet Board members and staff are precluded from answering questions concerning this RFP or the procurement process. Contact with WSDet Board members or staff or the current subrecipient from the date that this RFP is released until the contract is awarded is strictly prohibited. Violations of this prohibition will result in the automatic disqualification of the proposal.

CONTRACT TYPE

WSDet expects to execute a single contract as a result of this RFP. WSDet will use a cost-reimbursement contract. All contracts are contingent upon the receipt of sufficient funding by WSDet from TWC and other funding sources. Negotiated contract amounts will be contingent upon funding actually received. Final contracts

are also subject to any changes in legislation, regulations, or policies issued by funding sources. WSDet reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of WSDet.

CONTRACT PERIOD

The initial contract will be for one year, beginning **October 1, 2025 and ending September 30, 2026**. WSDet may renew the contract for up to four (4) additional years. Contract renewals are at the sole discretion of WSDet, based on satisfactory performance, compliance with contractual obligations, and other factors as determined by WSDet. WSDet reserves the right to terminate the contract annually or earlier based on subrecipient performance and compliance with contractual terms and conditions.

ELIGIBLE RESPONDENTS

ELIGIBLE RESPONDENTS

Organizations possessing the capacity and demonstrated ability to successfully perform the services identified in this RFP are invited to respond to this RFP. Eligible organizations include private and public, for-profit and non-profit entities, community-based organizations, and faith-based organizations. Historically-underutilized businesses are encouraged to apply. Current certification of such status must be included in the proposal submission if the Respondent wants this considered during the evaluation process.

A consortium or partnership of eligible Respondents may submit a proposal. This consortium or partnership must have been established prior to the submission of the proposal. All parties must be eligible Respondents, and a signed certification must be obtained from each party attesting to their agreement to all terms of the proposal and any resulting contract, if awarded. Proposals from partnerships or consortiums must clearly identify the lead entity that will be responsible for management, operations, financial accountability, legal obligations, and reporting requirements. A copy of the partnership/consortium agreement must be submitted as part of the proposal. The agreement must detail the roles and responsibilities of each party to the agreement. Subcontracting any part of the scope of work requires prior written approval of WSDet.

SUBCONTRACTING

Subcontracting is allowed but not encouraged. Any subcontracting must be clearly identified in the proposal narrative and approval must be provided by WSDet prior to contract execution and must follow TWC FMGC Chapter 14. If the Respondent currently subcontracts certain functions or activities and intends to do so as part of this proposal, the Respondent's subcontractor must be identified and a certification included from the Respondent's subcontractor attesting to their

agreement to the terms of the proposal and any resulting contract. Any such subcontractors shall be required to disclose certain operational and fiscal information should the contract be awarded to a Respondent that engages in subcontracting.

INELIGIBLE ENTITIES

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any procurement or non-procurement programs by any Federal department or agency are not eligible to respond to this RFP or receive a contract. Additionally, any entity that has an outstanding Unemployment Insurance overpayment balance payable to the State of Texas or any for-profit corporation that is delinquent in its franchise tax payments to the State of Texas is ineligible to respond to this RFP.

GOVERNING PROVISIONS AND LIMITATIONS

1. The only purpose of this RFP is to ensure uniform standards and information in the solicitation of proposals for operation and management of the programs it covers.
2. This RFP is not to be construed as a purchase agreement, contract, or commitment of any kind; nor does it commit WSDet to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WSDet.
3. WSDet reserves the right to accept or reject any or all proposals received or to cancel or reissue this RFP.
4. WSDet reserves the right to award a contract for any items/services solicited in this RFP in any quantity WSDet determines is in its best interest.
5. WSDet reserves the right to request additional information, clarification of, or explanation of any aspect of a response to this RFP.
6. WSDet reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. Respondents shall be responsible for monitoring the WSDet website at <https://detwork.org/about-us/doing-business> for any updates pertaining to this solicitation. WSDet shall not be held responsible for any further communication beyond updating the website.
7. WSDet reserves the right to negotiate the final terms of any and all contracts with selected Respondent, and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of WSDet.
8. WSDet reserves the right to contact any individual, agency, employer or grantee listed in the proposal, to contact others who may have experience and/or knowledge of the Respondent's relevant performance and/or qualifications, and to request additional information from all Respondents.
9. WSDet reserves the right to conduct a review of records, systems, and procedures, including, but not limited to, credit and criminal background checks, of any entity selected for funding under this RFP. This may occur before

or after the award of a contract. Any misrepresentation, intentional omission, or falsification of information regarding the Respondent's ability to perform as stated in the proposal may result in the disqualification of the Respondent or the cancellation of any contract awarded.

10. WSDet reserves the right to withdraw or reduce the amount of any award or to cancel any contract resulting from this RFP if adequate funding is not received from TWC or other funding sources or due to legislative changes.
11. Respondents shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, board member, employee, proposal evaluator, chief elected official, or agent of WSDet for the purpose of having an influencing effect on this procurement.
12. Respondents shall not attempt in any manner to advocate for, lobby, or otherwise attempt to influence any officer, board member, employee, proposal evaluator, chief elected official, or agent of WSDet for purposes of having an influencing effect on this procurement.
13. No officer, board member, employee, proposal evaluator, or agent of WSDet shall participate in the selection, award, or administration of a contract supported by workforce development funds if a conflict of interest, real or apparent, would be involved.
14. Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude partnerships, consortiums or subcontracts.
15. All proposals submitted must be an original work product of the Respondent. The copying, paraphrasing or other use of substantial portions of the work product of other entities and submitted hereunder as original work of the Respondent is not permitted.
16. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Respondent must intend to fulfill all of the representations made in their proposal. Failure of the Respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to a successful Respondent as a basis for release from proposed services at the stated price/cost. Any damages incurred by WSDet as a result of a successful Respondent's failure to contract for the proposed services may be recovered from the Respondent.
17. A contract with a selected Respondent may be withheld, at the sole discretion of WSDet, if issues of contract non-compliance, questioned/disallowed costs, audit/monitoring findings, unresolved financial obligations, or legal issues exist, until such issues are satisfactorily resolved. WSDet may withdraw the award of a contract if the resolution is not satisfactory to WSDet.
18. WSDet reserves the right to deem nonresponsive or disqualify any proposal that, in its sole determination, does not comply with or conform to the terms, conditions, and/or requirements of this RFP.
19. The solicitation and selection of proposals must conform to all relevant federal, state and local laws, regulations, rules, and policies governing the procurement

of products, goods, and services. Respondents are responsible for familiarizing themselves with all such matters.

ADMINISTRATIVE REQUIREMENTS AND PROCEDURES

The following administrative requirements and procedures shall be carefully reviewed prior to development of a proposal.

1. WSDet shall reimburse the Subrecipient for costs incurred in accordance with WSDet policy and procedures. WSDet reserves the right to reallocate funds among funding categories before contract award and throughout the contract period. All allocations of funds are subject to the availability of state and federal funding.
2. The Subrecipient shall maintain automated records of customer activity, financial management, property, procurement, plans, policies and procedures, internal and external evaluations and performance. No records shall be disposed of without prior written approval of WSDet.
3. The Subrecipient shall use the designated statewide child care case management system to maintain all customer records required to be tracked and reported to TWC in the manner and timeframe required. The Subrecipient shall use any other automated systems prescribed by WSDet. The Subrecipient shall be responsible for ensuring the integrity of all data, records, and reports.
4. The Subrecipient shall be responsible for ensuring procurement of any goods or services complies with all applicable federal, state and local laws, rules, regulations, and policies, including the requirements specified in the TWC Financial Manual for Grants and Contracts (FMGC).
5. The Subrecipient must have a single or program audit (depending on annual expenditures) performed annually by an independent auditor in accordance with the Single Audit Act of 1984, as amended; OMB 2 CFR 200; and the requirements set forth in the TWC FMGC. A copy of the audit, including management letter, must be submitted to WSDet. WSDet reserves the right to conduct or cause to be conducted an independent audit of all funds received under a contract issued by WSDet, notwithstanding the afore-mentioned requirement. Such audits will be conducted in accordance with applicable laws, rules, regulations, and established professional standards and practices.
6. The Subrecipient is subject to compliance monitoring (fiscal and program). At any time during normal business hours, and as often as deemed necessary by WSDet, TWC, the U.S. Department of Labor, other State and Federal agencies, or their duly authorized representatives, shall have complete access to any and all records or papers that are related to a contract resulting from this RFP for the purpose of verifying performance and compliance with contractual terms and conditions, and applicable laws, rules, regulations, and policies.
7. The Subrecipient must have its own internal monitoring systems and procedures.
8. The Subrecipient shall be responsible for meeting or exceeding all assigned state, federal and/or local performance measures associated with the CCS

program that is a part of this RFP and any resulting contract. The Subrecipient shall also be responsible for any changes in performance measures, including targets that may occur during the contract period.

9. Employees of a Subrecipient are subject to the exclusive control and supervision of the Subrecipient. The Subrecipient is solely responsible for the oversight, management, supervision, hiring, discipline, termination, training, evaluation, etc. of its employees.
10. The selected Respondent shall house staff in designated WSDet facilities. If the Respondent intends to house staff at other sites in the region, WSDet and Respondent shall determine the cost, and sufficient funds shall be withheld from the allocation to cover such costs. WSDet is responsible for the leasing of space for all WSDet sites, and for decisions/actions related to these leases. Currently, the majority of CCS Subrecipient staff are based at the workforce center in Angelina County, with two traveling caseworkers who meet with customers at the other five (5) workforce centers.
11. The Subrecipient may not charge customers eligible for the CCS program a fee for any service.
12. The Subrecipient must comply with applicable cost principles and administrative requirements set out in Federal OMB Super Circular 2, CFR Part 200, and 46 CFR Chapter 1, Part 31, as supplemented by final rules promulgated by the Texas Office of the Governor under the Uniform Grants and Contract Management Standards and TWC's FMGC.
13. The Subrecipient must comply with all rules, policies, directives and plans issued by WSDet and TWC. The Subrecipient shall be responsible for ensuring compliance with all applicable laws, rules, regulations, policies, and directives governing the programs identified under this RFP.

SECTION 3 WORKFORCE DEVELOPMENT AREA

CAREER CENTERS & COUNTIES SERVED

The Subrecipient shall provide child care services for eligible families across the 12-county Deep East WDA.

	Workforce Center	Location	Counties Served
1	Angelina County	210 N. John Redditt Dr. Lufkin, Texas	Angelina County
2	Houston County	1505 S. 4 th St. Crockett, Texas	Houston & Trinity counties
3	Jasper County	799 W. Gibson St. Jasper, Texas	Jasper, Newton, & Sabine counties
4	Nacogdoches County	235 N. University Dr. Nacogdoches, Texas	Nacogdoches County
5	Polk County	1241 W. Church St., Ste. 300 Livingston, Texas	Polk, San Jacinto, & Tyler counties
6	Shelby County	145 Catco Dr. Center, Texas	San Augustine & Shelby counties

PERFORMANCE MEASURES

TWC's monthly Child Care Services performance measure for WSDet for BCY2025 is 2,945 average number of children in care per day.

In order to provide successful child care services, the Subrecipient shall achieve between 95% and 105% of the "average number of children served per day" performance measure established by TWC within the budget established by WSDet, while also meeting the required expenditure benchmarks outlined in Chapter 800 of the TWC rules.

The "average number of children served per day" is defined as the average number per day of full-time and part-time child care paid from the funds allocated to the Subrecipient by WSDet. The numerator is the total number of days of child care enrollment provided during the reporting period. Enrollments may be full day, part day, or a blend of full day and part day but each counts as one (1) enrollment day. The denominator is the number of child care days occurring during the reporting period and includes any weekday and holidays that fall on a weekday.

Historical data related to performance is as follows:

	BCY24	BCY25 <i>(as of Dec. 2024 MPR)</i>
# of children in care performance measure	2,683	2,945
Actual performance achieved	2,703	2,656

CURRENT STAFFING

The current staffing for CCS is comprised of 20 staff who work with customers and/or providers. This information is provided for reference only and is not a requirement.

FUNDING

The CCS program is funded in whole or in part with federal funds.

TWC is WSDet's funding source for CCS. Funding levels are determined at the beginning of the Texas state fiscal year for a 12-month budget period.

The chart below represents the prior year and current year funds available for the WSDet CCS program.

FUND SOURCE	PROGRAM ALLOCATION BCY24	PROGRAM ALLOCATION BCY25
Child Care Services Formula Allocation	\$16,607,696	\$18,725,883
Child Care Services Local Match	\$1,215,676	\$1,204,062
TOTAL	\$17,823,372	\$19,929,945

SECTION 4 PROPOSAL REVIEW & SELECTION PROCESS

EVALUATION OF PROPOSALS

MINIMUM CRITERIA STANDARDS FOR REVIEW

A proposal must meet the following standards to be reviewed and scored. The proposal must:

- Be received by the deadline
- Be submitted in the required format
- Contain all required elements with required signatures
- Not contain evidence of real or apparent conflict of interest

All proposals that meet the required minimum criteria standards will be evaluated using the objective criteria specified below. A review committee, which may consist of staff, outside reviewers, or a combination of these, will be convened to evaluate each proposal independently using a standardized instrument.

At their discretion, WSDet may request that the Respondents make an oral presentation. If requested, Respondents will be notified of the date, time, and place in adequate time to allow development of a presentation.

Upon conclusion of the evaluation process, a recommendation for selection will be presented to the WSDet Board for final approval and acceptance. The WSDet Board intends to make the selection decision during the regular board meeting scheduled July 8, 2025.

EVALUATION CRITERIA

Proposals will be evaluated based on Respondent's responses to questions asked and information requested in this RFP. The evaluation criteria and point values follow. See specific items to be documented in Section 6 of this RFP.

Criteria	Maximum Points
Criteria 1: Organizational Capacity and Capability	75
Criteria 2: Program Design	50
Criteria 3: Financial Management	55
Criteria 4: Cost Reasonableness	55
Criteria 5: Past Performance/References	50
Historically-Underutilized Business	15
TOTAL Possible Points	300

DEBRIEFINGS AND APPEALS

A Respondent may choose to either request a debriefing or file an appeal of WSDet's decision—but not both.

REQUEST FOR DEBRIEFING

Respondents who are not selected for contract award may request a debriefing for purposes of learning more about the evaluation of their proposal. The request for a debriefing must be provided in writing to WSDet no later than 30 days after notification of award. Upon receipt of a request for a debriefing, WSDet shall contact the Respondent and set a mutually agreeable date and time to conduct the debriefing. The debriefing may be held in person, but may also be conducted via telephone.

APPEALS PROCESS

If a Respondent wishes to appeal the decision of WSDet, the Respondent must use the following process.

1. Inform WSDet, in writing, within 15 days of the date of notification of non-selection, of their appeal. Appellants must include the following information in their appeal correspondence.
 - a. Identify the solicitation being protested
 - b. State the grounds for the protest, including a description of any alleged acts or omissions by the entity that forms the basis for the protest
 - c. Provide any written information that the protestor believes is relevant to the grant award
 - d. Provide the basis for the protestor's interest in the award
 - e. Provide desired remedies, if any
2. The WSDet Executive Director/designee will review the appeal and issue a determination within 15 days of receipt of the appeal.
3. Respondents may resubmit the appeal and/or request a review of the determination for solicitations of goods/services valued in excess of \$250,000.
4. An appeals conference shall be held at a mutually agreeable date and time at a location designated by the WSDet Board Chair or their designee within 21 days of receipt of the resubmitted protest. An Appeals Committee shall be convened for the appeals conference. At the conclusion of the conference, the WSDet Board Chair or their designee shall call for a vote of the Appeals Committee on whether reconsideration shall be given the appealed decision. A simple majority vote will be sufficient to reconsider or uphold the original decision.

SECTION 5 SCOPE OF WORK

SUBRECIPIENT RESPONSIBILITIES

The basic components of an effective CCS program included within the scope of work include:

- Determining eligibility for direct child care services to eligible families;
- Processing attendance and reimbursements for direct care;
- Issuing payments to providers;
- Maintaining a waiting list of pre-screened families, to include implementation of TWC and WSDet priorities for the addition to, and removal from, the wait list;
- Providing comprehensive child care resources and information, including a broad range of provider choices for families;
- Recruiting licensed/registered child care providers to offer subsidized child care services to eligible families;
- Monitoring contracted providers, and issuing Service Improvement Agreements, as needed;
- Providing technical assistance to contracted child care providers to promote compliance with Child Care Licensing Minimum Standards;
- Determining recoupment amounts;
- Collaborating with community partners to leverage services to families;
- Coordinating with and assisting WSDet with appeals and informal meetings to resolve complaints and termination of child care or provider services;
- Maintaining internal procedures for all operational aspects of the program;
- Internal monitoring of all subaward functions;
- Accurate and timely data entry of all child care referral, customer, provider, and claim information data into the statewide case management system and prior to performance extract;
- Providing training to contracted providers in the use of the child care attendance system;
- Forecasting of expenditures and enrollments to ensure that performance is met within budget and expenditures are correctly reported;
- Ad-hoc reporting including timely provision of requested reports to WSDet staff; and
- Reporting to WSDet in a manner prescribed by WSDet.

The following key functions shall be incorporated into the Subrecipient's service and system design.

CUSTOMER SERVICES

Customer services include providing general program information to families; pre-screening for eligibility and maintenance of a waiting list; promoting consumer education; managing TWC and WSDet service priorities; determining and documenting eligibility of services including status changes; providing information to families on child care providers; authorizing child care at customer's selected provider(s); recertification of eligibility; maintaining detailed case management notes in the child care case management system; completing paperwork and data entry in a timely manner; ensuring customer understanding of responsibilities and compliance; termination of child care; and handling of customer complaints.

PROVIDER SERVICES

Provider services include ongoing recruitment and enrollment of new child care providers to meet the needs of customers; negotiating agreements with providers; monitoring of provider agreements; data entry of provider information including reimbursement rates; scanning paperwork into the WSDet-approved electronic filing system; issuance of Service Improvement Agreements (SIAs), as needed; termination of providers as warranted; onsite monitoring of providers to ensure compliance with attendance requirements and, as needed, for billing or attendance issues; new provider orientations; providing information on listing process for relative providers; onsite monitoring of relative providers to prevent fraud and abuse, as needed; review of providers on TWC exception reports; and offering necessary and requested technical assistance to providers.

LOCAL MATCH

WSDet does not require the Subrecipient to secure the matching funds at this time. WSDet ensures this requirement is met at the Board level. The Subrecipient shall determine eligibility of all children receiving services through both the local and federal share of local matching funds.

COMMUNITY RESOURCES ENHANCEMENT ACTIVITIES

The Subrecipient shall ensure that they coordinate services with any/all entities necessary in order to provide the services required, including the Department of Family and Protective Services (DFPS), Child Care Licensing, WSDet workforce subrecipient, Head Start and Early Head Start, Texas School Ready (TSR) programs, and other entities providing similar services. Documentation of coordinated activities must be maintained by the Subrecipient.

MONITORING AND DATA INTEGRITY

The Subrecipient must conduct internal monitoring activities on an ongoing basis to ensure compliance with TWC and WSDet policies, rules, and regulations. These areas include customer and provider services as well as payments to providers to ensure data integrity and to monitor staff performance.

The results of the internal monitoring must be documented and reported to WSDet on an ongoing basis including any corrective action plans. All results, satisfactory

and unsatisfactory, shall be analyzed and addressed appropriately and in a timely manner. With the information collected, proper staff development and training activities shall be assembled to further support continuous improvement. Improvement techniques and practices should continuously occur in order to attain high levels of efficiency and effectiveness.

The Subrecipient must respond to WSDet and TWC monitoring as indicated and provide documents requested during monitoring reviews.

AUTOMATION SYSTEM AND IT SUPPORT

The automation system used by CCS is developed and maintained by TWC. Use of the child care case management system is mandatory. An advanced knowledge of automation systems, techniques for assuring data integrity, and the ability to produce special and ad-hoc reports are critical to successful CCS operations.

Server maintenance will be provided by WSDet at the Board level. WSDet will also be responsible for all desktop support and troubleshooting of PCs, printers, fax machines, copiers, and other equipment used by the Subrecipient.

Additionally, the Subrecipient shall provide WSDet information as needed to manage the program and for WSDet Board oversight. This includes the ability to generate ad-hoc reports. Regular reports are also shared with partner agencies with child care interests, such as the WSDet workforce subrecipient and DFPS staff.

FISCAL MANAGEMENT, CLAIMS PROCESSING, AND INVENTORY

The fiscal management system includes reporting and managing actual expenditures and budgets as well as projecting expenditures from several funding sources. The Subrecipient shall be capable of identifying all expenditures by major classifications and reporting all expenditures to WSDet staff, which includes accruals, by the 10th of the following month. The fiscal management system shall produce timely payments to all providers via Electronic Funds Transfer (EFT).

Fiscal responsibilities include but are not limited to:

- Qualified fiscal and inventory staff that understand program requirements as well as Generally Accepted Accounting Principles (GAAP);
- Developing, maintaining, tracking and reporting on multiple funding streams using the child care case management system and Subrecipient's accounting systems;
- Ability to forecast and project enrollment and expenditure levels;
- Preparing and submitting monthly expenditure reports by the 10th of the following month to WSDet;
- Maintaining accurate and auditable financial records;
- Maintaining an inventory control system for all fixed assets and abide by WSDet property policies and procedures for all equipment in the Subrecipient's custody;

- Ability to timely and accurately process provider claims utilizing the child care case management system for reimbursement;
- Generation of reports on customer absences;
- Processing all provider payments via EFT within 15 business days of the receipt of a properly completed claim;
- Maintaining adequate controls and collateral on the Subrecipient's bank account;
- Maintaining adequate insurance coverage as required by WSDet for financial operations;
- Preparing budgets and budget amendments, and submitting monthly invoices for reimbursement of operational costs;
- Complying with the TWC Financial Manual for Grants and Contracts (FMGC) and WSDet policies and procedures; and
- Complying with WSDet requirements for all procurements.

MANAGEMENT, FRAUD, RECOUPMENT, AND EXCEPTION REPORTS

The Subrecipient shall manage services using data from child care case management system reports as well as ad-hoc reporting. Whenever possible, concrete data should be used for decision-making and overall program management. Some examples are tracking various trends such as enrollments and attrition, late data entry, and managing caseloads.

The Subrecipient is responsible for ensuring that all staff immediately report to management any suspicion of fraud, wrongful activities, or waste of program resources. Subrecipient staff shall report suspected fraud to WSDet staff.

The Subrecipient is also responsible for determining the amounts of customer and provider recoupment.

Upon receipt from TWC, WSDet staff will forward various reports related to child care to the Subrecipient. Upon receipt, the Subrecipient shall research the issues addressed in the reports as needed to determine the continued eligibility of customers and providers. The Subrecipient shall provide monthly status reports summarizing the actions taken.

A procedure manual developed by the Subrecipient is used to ensure consistency of actions for all customer and provider management staff. The manual shall address all routine functions including claims processing, recoupment, appeals, wait list, fraud, automation, etc. The manual shall be updated as needed to include changes in WSDet policy and TWC rules and policies. All staff shall have access to a digital version of the manual, and training shall occur, as needed.

SECTION 6 PROPOSAL PREPARATION & SUBMISSION

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

FORMAT

Proposals shall adhere to the following format requirements.

- Size: Letter 8 ½” by 11”
- Typed, single spaced, font size not less than 11
- Page Numbering: All pages of the proposal (including attachments and forms), with the exception of the cover sheet, shall be numbered as “page __ of __” with the name of the Respondent on each page.

PAGE LIMIT

The proposal narrative submitted in response to Section 6 of this RFP must not exceed 50 pages, excluding the required attachments and forms which are listed in Attachment B of this RFP. Proposals in excess of the 50-page limit will not be reviewed.

NUMBER OF COPIES

One electronic copy with executed certificates (i.e. signatures of authorized signatory) shall be submitted. Completeness of the Respondent’s submission is the sole responsibility of the Respondent. WSDet will acknowledge receipt of proposals via email to the Respondent’s identified contact person. Proposals will become the property of WSDet and will not be returned following completion of this procurement. No additional material shall be submitted after the due date and time.

CONTACT INFORMATION

Respondents shall provide contact information for the individual(s) who can respond to questions regarding the proposal. The identified contact person shall be the individual(s) who are knowledgeable of the proposal and who are authorized to provide information on behalf of the Respondent.

RESPONSE CHECKLIST AND ORDER OF SUBMISSION

The proposal must be submitted with all required elements and assembled in accordance with Attachment B.

Incomplete proposals and proposals not in adherence to the RFP guidelines and/or specifications, and proposals missing required signatures may be disqualified for award consideration.

TABLE OF CONTENTS

Proposal responses must have a table of contents that lists each item of the proposal, including attachments, with corresponding page numbers. All items must be in the specified order.

PROPOSAL NARRATIVE INSTRUCTIONS

Using these instructions, write a proposal narrative fully addressing each of the narrative items listed below.

- Narrative responses should be clear and concise and presented in the exact order as provided.
- Restate the question and type your response following the question.
- Do not renumber the questions. Use the same number that appears in this RFP for each question. The evaluation sheets align with numbering in this RFP. Evaluators will not be able to find your responses if you change the numbering system.
- Do not respond to questions by cross-referencing another response.

PROPOSAL NARRATIVE CRITERIA QUESTIONS

CRITERIA 1: ORGANIZATIONAL CAPACITY AND CAPABILITY 0 – 75 POINTS

- a. Provide a brief history of your organization; include year established, location of home/corporate office, locations of any regional offices, number of employees, a list of the Board of Directors, principals and/or chief officers, and a list of the organization's funding sources, including the percent of the total that each represents.
 - If submitting a proposal as a partnership or consortium, describe the roles and responsibilities of each party and identify the lead entity. A copy of the partnership or consortium agreement must be included in the proposal as an attachment.
- b. Document your organization's experience in providing public child care services, the number of current related awards within and outside the State of Texas and the total number of employees engaged in these activities.
- c. Describe your current management structure and management approach. What expertise do you bring that makes you uniquely qualified to manage and support an effective, customer-centered system of services?
- d. Include the following organizational charts:
 - Current organizational chart for the entire entity;
 - Proposed organizational chart reflecting the integration of WSDet staff within the overall organization;
 - Proposed organizational chart that reflects only WSDet staff.

Include lines of authority and responsibility. Provide job descriptions for all key staff directly related to the management, operation and administration of the

CCS program that will be charged to a WSDet contract. List the minimum qualifications for each position. If you currently have staff for these positions, attach a resume for each and indicate to which position that staff will be assigned. The charts, job descriptions, and resumes should be submitted as a clearly labeled separate attachment.

- e. Describe your process for hiring, retaining and developing staff, including strategies for improving under-performance and recognizing exceptional performance.
- f. Describe your organization's succession plan and how you ensure that loss of key management and/or operational staff does not result in disruption of services, failure of any key functions or failure to achieve performance.
- g. Describe any organizational resources that will be utilized or provided to support the local system as a value-add to WSDet at minimal or no cost. What is the value of these resources and are they in-kind, cash or both?
- h. Describe your internal monitoring systems to ensure that the CCS program operates effectively and efficiently, achieving performance results, complying with applicable federal, state and local laws, rules, regulations, policies, and providing quality customer service. Provide specific examples of how you have used data gained from internal reviews to identify, address, and improve operations and customer service.
- i. Describe your organization's proposed transition plan if selected as the Subrecipient. How will your organization minimize disruption of services to our customers? WSDet requires that any entity awarded a contract resulting from this RFP:
 - Complete all transition plan activities no later than September 30, 2025;
 - Give first consideration in employment to current employees providing CCS program services who may be displaced as a result of this procurement;
 - Provide for open enrollment into insurance/benefits for staff transitioned from the previous subrecipient with coverage available on the first day of employment (October 1, 2025);
 - Subject to negotiation with WSDet, will accept all or a portion of rollover of accrued, unused leave time as allowed under the previous subrecipient's policies for transitioned staff with the provision that rollover time is not eligible for usage or payout to staff until employment is retained for a minimum of 90 days.

CRITERIA 2: PROGRAM DESIGN

0 – 50 POINTS

Customer Services

- a. Describe your organization's strategies for successful customer service, including a complete description of all customer service functions and timelines, coordination with other departments, and remote services.

- b. Describe your organization's planned processes/procedures for eligibility determination, redetermination, and referrals according to Standard Operating Procedures and CCS program rules and regulations.
- c. Describe your organization's strategies for providing families with sufficient information to make informed decisions in choosing from the different types of available child care.
- d. Describe strategies on how your organization will handle sudden, large increases of funding. Include your process for pulling off the wait list, contacting clients, and timeframes for enrolling a large number of children.
- e. How do you train and enable employees to resolve customer issues?
- f. Complete Attachment G – Nondiscrimination and Equal Opportunity Assurance

Provider Management

- g. Describe strategies for the ongoing recruitment of new providers to expand the availability of child care within the Deep East Texas WDA.
- h. Describe strategies for ensuring that providers are aware of the program rules, requirements, and consequences of noncompliance.
- i. Describe strategies for monitoring of providers for compliance with CCS rules, including compliance with attendance requirements and issuance of Service Improvement Agreements (SIAs) as needed.
- j. Currently, WSDet performs quality improvement activities for child care providers at the Board level. How does the Respondent envision collaborating with WSDet to implement quality improvement activities?

Program Compliance

- k. Provide a detailed description of Respondent's program compliance process, including elements evaluated, frequency of review, and actions to be taken based on results of the review.
- l. Respondent shall describe the process for data collection and analysis to assess performance on progress and measure success. What is the type and frequency of data collected? What is included in reports and who reviews the reports? How are results used?
- m. Respondent shall describe their strategy for handling customer complaints, including those that escalate to the level of informal resolution and appeals.
- n. Respondent shall describe their monitoring policy and procedures regarding quality assurance and fraud prevention.
- o. Respondent shall describe their systems in place for the prevention and detection of fraud, waste, theft and program abuse.

Collaboration/Coordination

- p. Describe your organization's plan to serve as an advocate for, and a source of information about, quality child care and promoting the importance of quality child care in the community.

- q. Describe your organization's plan to ensure coordination of services with any/all entities required in order to provide the services required, including the Texas Department of Family and Protective Services, Child Care Licensing, Deep East Texas workforce subrecipient, Head Start and Early Head Start, Public Pre-K, Texas School Ready (TSR) and Kindergarten Readiness (KRS) programs, Independent School District programs for teen parents, Children's Health Insurance Program (CHIP), HHSC for TANF, Medicaid and SNAP, and other entities providing similar services.
- r. Describe your strategy for integrating the programs and resources available through the child care system with those available through the workforce system to meet the needs of child care customers (both customer and provider).

CRITERIA 3: FINANCIAL MANAGEMENT

0 – 55 POINTS

- a. Describe your organization's financial management system, fiscal organizational structures, cash management system, grant management system, financial capacity and knowledge in accordance with GAAP. Identify the type of accounting software used and any additional tools used, if applicable, to track specific functions or services.
- b. Identify your organization's key staff that will be responsible for financial/accounting functions, include resumes of staff, if staff are known, or a summary of required qualifications and experience.
- c. Describe your organization's internal fiscal monitoring systems and techniques used to forecast and track expenditures to ensure that spending benchmarks are met, sufficient funds are available throughout the contract period to support continuous services to customers and that all expenditures are accurate, allocable and allowable.
- d. Describe the type of audit/financial statement that your organization conducts on an annual basis. Who conducts the review/audit? What were the results? Provide copies of your most recent audit and/or financial statement and audits/financial statements from the prior two years.
- e. Provide copies of IRS Form 990 [501(c)(3) non-profit corporations only] for prior two years, or Annual Report to Shareholders (for profit corporations) for prior two years.
- f. Complete the following attachments.
- Attachment C – Attestation Regarding Personnel Policies
 - Attachment D – Insurance and Bonding Requirements
 - Attachment E – Administrative Management Survey
 - Attachment F – Fiscal Responsibility Survey
 - Attachments H, I, J, K, L – Certifications
- An individual authorized to sign on behalf of the Respondent must sign and date all forms.

CRITERIA 4: COST REASONABLENESS

0 – 55 POINTS

- a. Complete the following forms.
- Budget Form A - Proposed Child Care Program Budget

- Budget Form B – Proposed Transition Budget
- Budget Form C – Budget Narrative
- Budget Form D – Salary Detail Schedule

Cost Reasonableness will be addressed based upon a review of the Budget Forms submitted with this proposal. The amounts budgeted should not exceed what would be incurred by a prudent person conducting the same business under similar circumstances.

- Provide a copy of your organization's current cost allocation plan.
- Provide a copy of your organization's approved indirect cost plan and/or cognizant agency letter approving an indirect cost rate. If proposing a management fee, provide details including rate/basis. Indirect costs or management fees must be competitive and not excessive.
- Profit/performance bonuses must be competitive and should not exceed 10%. Complete the Profit/Performance Bonus section of the Budget. All profit and/or incentives are subject to negotiation.

CRITERIA 5: PAST PERFORMANCE AND REFERENCES

0 – 50 POINTS

Past Performance

- Complete the Demonstrated Effectiveness Worksheet (Attachment M) to include a listing of each contract the organization has operated in the last three (3) years similar to the services identified in this RFP, beginning with the most recent.
- Describe any instances of the following, including circumstances and timeframe:
 - Identified as being a "high risk" subrecipient;
 - Currently or previously operating under a corrective action, performance improvement or technical assistance plan;
 - Currently or previously under sanction within the past two (2) years);
 - Early termination of contract by your organization or other party within the last five (5) years.
- Provide all federal, state, and local level monitoring reports related to CCS and similar programs administered by you organization, including those not yet resolved, for the most recent three (3) year time period.
- Complete Attachment N – Grievances and Legal Actions.

References

- Identify a minimum of two (2) agencies for which you have provided similar services in the past three years, who are willing to provide information and discuss organizational performance. Name at least one individual for each of these agencies and include the telephone number, mailing address and email address for the individual.

ATTACHMENT A – PROPOSAL COVER SHEET

Name of Proposing Entity	
Legal Name of Parent Company	
Name and Title of Parent Company CEO	
Name and Title of Authorized Signatory Official, if different from CEO	
Mailing Address and Physical Address, if different	
Phone Number	
Fax Number	
Website Address	
Name and Title of Proposal Liaison	
Phone Number of Proposal Liaison	
E-mail Address of Proposal Liaison	
Legal/Tax Status (check all that apply)	<input type="checkbox"/> Unit of government <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> For Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other
State Comptroller ID Number	
Federal Tax ID Number	
Historically Underutilized Business?	<input type="checkbox"/> Yes (if yes, attach certificate) <input type="checkbox"/> No
Total requested funds	
Date of submission	

ATTACHMENT B – PROPOSAL CHECKLIST AND ORDER OF SUBMISSION

The proposal shall be submitted in the order listed below.

- _____ **Attachment A - Proposal Cover Sheet**
- _____ **Table of Contents**
- _____ **Attachment B - Proposal Checklist**
- _____ **Proposal Narrative (Section 6 of RFP)** *50-page limit, excluding required attachments & forms*
- _____ *Criteria 1 Attachments*
- _____ **Partnership/Consortium agreement, if applicable**
- _____ **Current organizational chart for entire organization**
- _____ **Proposed organizational chart reflecting WSDet staff within overall organization**
- _____ **Proposed organizational chart that reflects only WSDet staff**
- _____ **Brief job descriptions for all other positions**
- _____ **Resumes and job descriptions for key staff**
- _____ *Criteria 2 Attachments*
- _____ **Attachment G – Nondiscrimination and Equal Opportunity Assurances**
- _____ *Criteria 3 Attachments*
- _____ **Audit and/or financial statements for prior two years**
- _____ **IRS Form 990 [501(c)(3) non-profit corporations only] for prior two years OR Annual**
- _____ **Report to Shareholders (for profit corporations only) for prior two years**
- _____ **Attachment C – Attestation Regarding Personnel Policies**
- _____ **Attachment D – Insurance and Bonding Requirements**
- _____ **Attachment E – Administrative Management Survey**
- _____ **Attachment F – Fiscal Management Survey**
- _____ **Attachment H – Conflict of Interest Certification**
- _____ **Attachment I – Certifications (Lobbying; Debarment; Drug-Free Workplace; etc.)**
- _____ **Attachment J – Certification Regarding Texas Corporate Franchise Tax**
- _____ **Attachment K – State Assessment Certification**
- _____ **Attachment L – Certification of Respondent**
- _____ *Criteria 4 Attachments*
- _____ **Budget Form A – Proposed Child Care Program Budget**
- _____ **Budget Form B – Proposed Transition Budget**
- _____ **Budget Form C – Budget Narrative**
- _____ **Budget Form D – Salary Detail Schedule**
- _____ **Current cost allocation plan**
- _____ **Current approved indirect cost plan and/or cognizant agency letter**
- _____ *Criteria 5 Attachments*
- _____ **Attachment M – Demonstrated Effectiveness Worksheet**
- _____ **Monitoring reports for most recent three years**
- _____ **Attachment N – Grievances and Legal Actions**
- _____ **References (minimum of two)**

ATTACHMENT C – ATTESTATION REGARDING PERSONNEL POLICIES

In lieu of submitting the organization's complete personnel policies and procedures, Respondent must complete this assurance that their personnel policies address at a minimum the following elements. Personnel policies and procedures will be verified as a part of the pre-award review should the proposal be selected for consideration.

☐ Respondent attests that the organization's personnel policies and procedures do address the following elements:

- Terms and conditions for employment
- Employee compensation and fringe benefits
- Holidays, vacation and sick leave
- Travel policies and reimbursement of travel expenses
- Conflict of interest policy
- Employee grievance procedures
- Employee code of conduct

☐ If applying for Workforce funds, the Respondent attests that the organization has policies and procedures in place to ensure adherence to and compliance with the provisions of Public Law (PL) 109-234, Section 7013; TWC WD 28-07, as amended; and the TWC Financial Manual for Grants and Contracts (FMGC) §10.2 as related to limitations on salaries and bonuses paid with Workforce Innovation and Opportunity Act and Wagner-Peyser funds.

I understand that the verification of the adequacy of personnel policies and procedures will be part of the pre-award review should this organization be selected.

Company Name

Name & Title of Authorized Representative

Date

Signature of Authorized Representative

ATTACHMENT D – INSURANCE AND BONDING REQUIREMENTS

Respondents should complete the chart and indicate the level of current or proposed coverage for each type of coverage. If a Respondent plans to provide additional coverage, please include such coverage and provide a brief explanation. If a Respondent does not plan to provide coverage for any area, please provide an explanation.

Proof of insurance is not a requirement for submission, however, Respondents should be aware that no activities may begin under contract through WSDet until the required insurance has been obtained and proper certificates (or policies) are filed with WSDet. Before submitting a proposal, the Respondent should contact its insurance agent to determine if the required coverage can be obtained.

The selected Subrecipient shall provide a certificate of insurance prior to the commencement of work under this contract certifying that the minimum coverages identified below will remain in force during the life of this contract. Except for workers compensation and accident/injury policies, each policy shall name WSDet as an additional insured or loss payee, as applicable. No funds will be disbursed until proof of coverage, in the form of insurance or a binder is provided. The Respondent should determine if there are added costs to include WSDet as an additional insured and include such costs in the budget.

TYPE OF COVERAGE	MINIMUM REQUIREMENT	RESPONDENT COVERAGE	EXPLANATIONS
Commercial general liability	<ul style="list-style-type: none">• \$1,000,000 aggregate• \$1,000,000 per occurrence		
Automobile liability*	<ul style="list-style-type: none">• \$1,000,000 aggregate• \$500,000 per occurrence for bodily injury• \$100,000 per occurrence for property damage		
Property insurance**	<ul style="list-style-type: none">• Replacement cost of property as per §18-13 of the FMGC		
Umbrella insurance – coverage is allowable but optional	<ul style="list-style-type: none">• \$1,000,000 aggregate• \$1,000,000 per occurrence		
Directors and Officers Liability	<ul style="list-style-type: none">• \$1,000,000 aggregate		

Accident/Personal Injury Coverage for individuals In training	<ul style="list-style-type: none"> • \$1,000,000 accidental death • \$1,000,000 accidental dismemberment 		
Employee Dishonesty – coverage is allowable but optional	<ul style="list-style-type: none"> • \$250,000 		
Workers Compensation for staff and individuals in work activities	<ul style="list-style-type: none"> • Must be workers compensation policy or comparable. Please identify type of coverage. 		
Fidelity Bonding***	<ul style="list-style-type: none"> • \$1,000,000 or an amount sufficient to cover the board areas as per requirements in FMGC, Ch. 3 		
Other			

*Applicable if selected Respondent uses an automobile, whether owned, leased or non-owned, in conducting performance under this contract.

**Applicable if selected Respondent owns or leases property in conducting performance under this contract.

***Bond must be executed by a corporate surety or sureties holding certificates of authority, authorized to do business in the State of Texas. The bond must be accompanied by a valid Power of Attorney issued and certified by the surety company authorizing the attorney-in-fact who signs the bond to commit the company to the terms of the bond, and stating any limit in the amount for which the attorney-in-fact can issue a single bond.

ATTACHMENT E – ADMINISTRATIVE MANAGEMENT SURVEY

Answer the following questions regarding your administrative management system. If selected for award of a contract, some items listed below may be required to be provided during the pre-award survey prior to the development of a contract.

#	SURVEY QUESTIONS	Yes	No	N/A
1	Does your organization have current Articles of Incorporation?			
2	Does your organization have written personnel policies?			
3	Do your written personnel policies contain procedures for:			
	a. Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills;			
	b. Providing equitable and adequate compensation including health benefits and leave;			
	c. Training of employees to assure high-quality performance;			
	d. Retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance;			
	e. Assuring fair treatment of applicants and employers in all aspects of personnel without regard to political affiliation, race, color, national origin, sex, age, disability, religion or creed, with proper regard for their privacy and constitutional rights as a citizen; and			
	f. Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?			
4	If response is "No" to #3 a, b, c, d, e, or f above, can your organization revise its present written personnel policies to include the above procedures?			
5	Do your written personnel policies contain a prohibition against nepotism? (Non-profit only)			
6	Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties? (Non-profit only)			
7	Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and per diem at a specified rate?			
8	Does your organization have written employee complaint or grievance procedures used to resolve employment complaints?			
9	Does your organization have the capacity or staff to produce and maintain paperless participant records and other information as needed by WSDet?			
10	If certain costs are determined to be disallowed, does your organization have procedures or a source for reimbursing such costs to WSDet?			
11	Does your organization have a current approved Fidelity Bond? (Attach copy of binder/proof of coverage)			
12	Does your organization have an EEO/Affirmative Action Plan?			

ATTACHMENT F – FISCAL RESPONSIBILITY SURVEY

Please answer the following questions regarding your fiscal management system. Additional information may be requested at the time of pre-award survey, including copies of the documents specifically named.

#	SURVEY QUESTIONS	Yes	No	N/A
1	Does your organization follow GAAP?			
2	Does your accounting system: a. Provide control and accountability for funds received, property, and other assets? b. Provide identification of receipt and expenditures of funds Separately for each funding source? c. Provide adequate information to prepare monthly financial reports on an accrual basis? d. Have the capability to track allowability and allocation of costs in accordance with requirements for federal grant programs?			
3	Are state and federal funds which may be advanced to you deposited in a bank with federal insurance oversight?			
4	Has the bank in which you deposit state and federal funds insured the account(s) or put up collateral or both equal to the largest sum of money which would be in such account(s) at any one point in time during the contract period?			
5	Do you reconcile your bank accounts monthly?			
6	Are the bank reconciliations made by the same person who performs recordkeeping for receipts, deposits, and disbursement transactions?			
7	Do you record daily cash receipts and disbursement transactions?			
8	Are individuals or positions in your organization which handle the receipt or distribution of money covered by bond? a. Is there a person who is responsible for the receipt of all purchased goods? b. Does this person assign, upon receipt, an inventory number for items?			
9	Do you maintain records on all property acquisition, disposition and transfer?			
10	Do you have written procedures and internal controls established for the procurement of goods and services?			
11	Is a competitive bidding process incorporated into your purchasing procedures for acquisition of Subrecipients, major goods and services, equipment, and office space?			
12	Are timesheets kept to support payroll disbursement? If not, describe how employee time is documented and payroll supported.			
13	Are records maintained to support authorized employee leave (vacation, sick, etc.)?			

14	Are complete records kept to support travel payments?			
15	Has a formal audit by an outside auditing firm been conducted of your organization's financial records in the past year?			
16	Do you have an indirect cost plan with current approval by a cognizant agency?			
17	Is your organization funded by more than one source?			
18	Does your organization maintain written accounting procedures?			

ATTACHMENT G – NONDISCRIMINATION AND EQUAL OPPORTUNITY

As a condition to financial award from the Department of Labor (DOL) under (29 CFR part 38) Title I of Workforce Innovation and Opportunity Act (WIOA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I--financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of 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.

By signing I acknowledge that I have read these assurances and that I am authorized to bind the organization I represent to these requirements should this proposal be accepted for funding by Workforce Solutions Deep East Texas.

Company Name

Name & Title of Authorized Representative

Date

Signature of Authorized Representative

ATTACHMENT H – CONFLICT OF INTEREST CERTIFICATION

This certification is required by the Texas Administrative Code:

Title 40 Social Services and Assistance
Part 20 Texas Workforce Commission
Chapter 801 Local Workforce Development Boards
Subchapter C The Integrity of the Texas Workforce System

The undersigned Respondent states that:

By checking (✓) “**Agree**” below Respondent states they agree with the item as described.

By checking (✓) “**Disagree**” below Respondent states they disagree with the item as described. Any disagreements must have a written explanation attached stating the exact reasons for the disagreement.

By checking (✓) “**N/A**” below Respondent states the item as described is not applicable to them.

Agree	Disagree	N/A	#	Description
			1.	Respondent certifies that they comply with federal and state statutes and regulations regarding standards of conduct and conflict of interest provisions including, but not limited to, the following: 29 CFR §97.36(b)(3), which includes requirements from the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; professional licensing requirements, when applicable; and applicable OMB circular requirements and the Office of the Governor’s Uniform Grant Management Standards.
			2.	Respondent certifies that they avoid any conflict of interest or any appearance of a conflict of interest and that none exist. “Conflict of interest” is defined as a circumstance in which a Board employee, workforce service contractor, or workforce service contractor’s employee is in a decision-making position and has a direct or indirect interest, particularly a substantial financial interest that influences the individual’s ability to perform job duties and fulfill responsibilities. “Appearance of conflict of interest” is defined as a circumstance in which the action of a Board member, Board employee, workforce service contractor, or workforce service contract employee in a decision-making position appears to be influenced by considerations of one or more of the following: gain to the person, entity, or organization for which the person has an employment interest, substantial financial interest, or other interest, whether direct or indirect (other than those consistent with the terms of the contract); or motivated by design to gain improper influence over the Board.

Agree	Disagree	N/A	#	Description
			3.	Respondent certifies that they will refrain from using nonpublic information gained through a relationship with the Board, Board staff, TWC, or TWC staff, to seek or obtain financial gains that would be a conflict of interest or the appearance of a conflict of interest.
			4.	Respondent certifies that they have promptly disclosed in writing any substantial financial interest that the Respondent, or any of Respondent's employees in decision-making positions, have in a business entity that is a party to any business transaction with a Board member or Board employee who is in a decision-making position. "Substantial financial interest" is defined as an interest in a business entity in which a person owns 10% or more of the stock, shares, fair market value, or other interest in the business entity; owns more than \$5,000 of the fair market value of the business entity; owns real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more used for the business entity; receives funds from the business entity that exceed 10% of the person's gross income for the previous year; is a compensated member of the board of directors or other governing board of the business entity; serves as an elected officer of the business entity; or is related to a person in the first degree by consanguinity or affinity, as determined under Chapter 573, Texas Government Code, who has a substantial financial interest in the business entity. First degree of consanguinity or affinity means the person's parent, child, adopted child, or spouse.
			5.	Respondent certifies they have disclosed in writing any and all gifts greater than \$50 in value given to a Board member or Board employee by Respondent or Respondent employees and that written notice was given within 10 day of giving the gift.
			6.	Respondent certifies that they have disclosed any conflict of interest and any appearance of a conflict of interest.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into a contract with Workforce Solutions Deep East Texas.

The undersigned authorized representative of the entity herein certifies that the above statements are true and correct.

Company Name

Name & Title of Authorized Representative

Date

Signature of Authorized Representative

ATTACHMENT I – CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; AND EMPLOYMENT OF UNDOCUMENTED WORKERS

Lobbying: This certification required by the Federal Regulations, implementing the Program Fraud and Civil Remedies Act 31 U.S.C. § 1352, for the Department of Agriculture (2 C.F.R. Part 418), Department of Labor (29 C.F.R. Part 93), Department of Education (34 C.F.R. Part 82), and the Department of Health and Human Services (45 C.F.R. Part 93).

The undersigned certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions; and
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

* * * * *

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (2 CFR Part 417), Department of Labor (2 CFR Part 2998), Department of Education (2 CFR Part 3485), and the Department of Health and Human Services (2 CFR Part 376).

The undersigned certifies that it or its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or

a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in this certification above; and
4. Have not had, within a three-year period preceding this proposal, one or more public transactions (federal, state, or local) terminated for cause or default.

* * * * *

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing the Drug-Free Workplace Act of 1988, Pub. L. 100-690, §§ 5151-5160 (41 U.S.C. § 8101 et seq., as amended); for the Department of Agriculture (2 C.F.R. Part 421), Department of Labor (29 C.F.R. Part 94), Department of Education (34 C.F.R. Part 86), and the Department of Health and Human Services (2 C.F.R. Part 382).

The undersigned certifies that it shall provide a drug-free workplace by:

1. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
2. Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the organization's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
3. Providing each employee with a copy of the policy statement;
4. Notifying the employees in the policy statement that, as a condition of employment under this award, employees shall abide by the terms of the policy statement and shall notify the organization in writing within five (5) calendar days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
5. Notifying Workforce Solutions Deep East Texas, in writing, within 10 calendar days of receipt of a notice of a conviction of an employee; and
6. Within 30 calendar days of learning of an employee's conviction, take appropriate personnel action against the employee, up to and including termination, consistent with the Rehabilitation Act of 1973 (29 USC §794, as amended), or require such employee to participate in a drug abuse assistance

or rehabilitation program approved for these purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

* * * * *

Unlawful Employment of Undocumented Workers

Pursuant to Texas Government Code § 2264.051, the undersigned certifies that its business, or a branch, division, or department of the business, does not and will not knowingly employ an undocumented worker as defined in Texas Government Code §2264.001(4) and will establish and implement reasonable internal program management procedures sufficient to ensure its compliance with Texas Government Code §2264.051.

The undersigned will enter into a written agreement with its subrecipient subcontractors, working on or having an interest in the programs provided by this grant award, regarding the unlawful employment of undocumented workers and advising the subrecipient subcontractors of the penalties that the subcontractors will incur if convicted of the unlawful employment of undocumented workers.

* * * * *

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Company Name

Name & Title of Authorized Representative

Date

Signature of Authorized Representative

ATTACHMENT J – TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Texas Tax Code, Chapter 171, Subchapter F, for-profit corporations that are delinquent in making state franchise tax payments shall forfeit their corporate privileges and the right to transact business in this state. The undersigned certifies that if its business entity is a for-profit corporation it is not delinquent in its franchise tax payments to the State of Texas. following certification that the entity entering into this subcontract is current in its franchise taxes or is not subject to the payment of franchise taxes to the State of Texas.

The undersigned authorized representative of the entity subcontracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of subcontract and is grounds for subcontract cancellation.

Indicate the certification that applies to your subcontracting entity:

☐

The subcontracting entity is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

☐

The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Company Name

Name & Title of Authorized Representative

Date

Signature of Authorized Representative

ATTACHMENT K – STATE ASSESSMENT CERTIFICATION

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

The corporation certifies that:

- ☐ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

- ☐ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Company Name

Name & Title of Authorized Representative

Date

Signature of Authorized Representative

ATTACHMENT L – CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in this proposal and all attachments are true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, Board member, officer or agent of Workforce Solutions Deep East Texas has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the request for proposal and that this organization will comply with all pertinent regulations, Board policies and other applicable local, state and federal regulations and directives in the implementation and provision of workforce services. I certify that I have read and understand the Governing Provisions and Limitations and Administrative Requirements and Procedures sections of this request for proposal and agree to comply with all terms.

I, _____, certify that I am the _____
typed name title

of the corporation, partnership, sole proprietorship, public or other eligible entity named as the Respondent herein and that I am legally authorized to sign this proposal and submit it to the Workforce Solutions Deep East Texas on behalf of said organization by authority of its governing body.

Signature of person authorized to sign for the organization:	Signature of Board member/Chair of authorizing Board:
Typed Name:	Typed Name:
Typed Title:	Typed Title:
Date:	Date:

Subscribed and sworn to before me this _____ day of _____, 2025, in _____ (city), _____ (county), _____ (state).

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

My commission expires: _____.

SEAL

ATTACHMENT M – DEMONSTRATED EFFECTIVENESS WORKSHEET

Service delivery area	Name of entity (include contact person, phone number and email address)	Type of Service	Time Frame	Total amount of contract	Total amount Expended (by admin., operations, program)	Target groups of customers served	Target number served	Actual number served	Contractual performance requirements, actual performance outcomes/results achieved

ATTACHMENT N – GRIEVANCES AND LEGAL ACTIONS

For the most recent three years (add additional lines, if necessary)

	Grievances/Complaints	Status/Outcomes/Resolutions	Amount of Funds Paid Out
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Legal Actions, Lawsuits, Injunctions, Court Orders		
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

BUDGET FORM A – PROPOSED CHILD CARE PROGRAM BUDGET

Operation and Management of Child Care Services Program

BUDGET FORM A - PROPOSED LINE-ITEM BUDGET

For the Period OCTOBER 1, 2025 through SEPTEMBER 30, 2026

PROGRAM COSTS		TOTAL
A. Personnel Costs		
Salaries		
Fringe Benefits		
Staff Travel		
Staff Training		
Temporary Staffing		
Other Personnel Costs		
Sub-Total Personnel Costs	\$	-
B. Non-Personnel Costs		
Printing/Reproduction		
Advertising		
Memberships, Dues, & Subscriptions		
Postage/Delivery/Shipping		
Telephone/Communications		
Insurance		
Equipment Lease/Rental		
Other Non-Personnel Costs		
Sub-Total Non-Personnel Costs	\$	-
C. Contractual Costs		
Accounting/Bookkeeping		
Audit Services		
Legal Services		
Consulting Services		
Other Contractual Costs		
Sub-Total Contractual Costs	\$	-
D. Indirect Costs		
E. Management Fees		
F. Profit		
G. Performance Bonus		
Grand Total	\$	-

BUDGET FORM B – PROPOSED TRANSITION BUDGET

Operation and Management of Child Care Services Program

BUDGET FORM B - PROPOSED LINE-ITEM BUDGET	
For Transition Period	
PROGRAM COSTS	TOTAL
A. Personnel Costs	
Salaries	
Fringe Benefits	
Staff Travel	
Staff Training	
Temporary Staffing	
Other Personnel Costs	
Sub-Total Personnel Costs	\$ -
B. Non-Personnel Costs	
Printing/Reproduction	
Advertising	
Memberships, Dues, & Subscriptions	
Postage/Delivery/Shipping	
Telephone/Communications	
Insurance	
Equipment Lease/Rental	
Other Non-Personnel Costs	
Sub-Total Non-Personnel Costs	\$ -
C. Contractual Costs	
Accounting/Bookkeeping	
Audit Services	
Legal Services	
Consulting Services	
Other Contractual Costs	
Sub-Total Contractual Costs	\$ -
D. Indirect Costs	
E. Management Fees	
F. Profit	
G. Performance Bonus	
Grand Total	\$ -

Budget Narrative
For Period OCTOBER 1, 2025 Through SEPTEMBER 30, 2026

Attach additional sheets as necessary – be sure to label each item.

A. PERSONNEL COSTS

1. **Salaries** – Complete Budget Form D - Salary Allocation Plan. The information entered on Budget Form D should be consistent with the proposal narrative and the total salaries should match the amount entered on Budget Form B - Line-Item Budget.
2. **Fringe Benefits** – List all fringe benefits provided to staff. Provide the cost and percentage of salary each represent.
3. **Staff Travel** – Identify all travel costs (mileage reimbursement, per diem, lodging, transportation, etc. as paid by the State of Texas). List in-state and out-of-state travel costs separately. Explain all out-of-state travel.
4. **Staff Training** – Explain the type and purpose of each training exercise to be provided to the staff and breakdown of all related costs (tuition, registration fees, trainer costs, etc.).
5. **Temporary Staffing** – Explain the purpose of any temporary staffing needs and identify type(s) of positions.
6. **Other Personnel Costs** – Identify and explain any other personnel costs not included in items Salaries and Fringe benefits.

B. NON-PERSONNEL COSTS

1. **Printing/Reproduction** – Identify printing/binding and reproduction items and costs.
2. **Advertising** – Advertising costs related to help wanted ads, legal notices, etc. only.
3. **Memberships, Dues, Subscriptions** – Identify all organizations fees and dues will be paid to. List all subscriptions.
4. **Postage/Delivery/Shipping** – Costs associated with postage, shipping (e.g. UPS, FedEx), and courier services.
5. **Telephone/Communications** – Identify costs for items such as cell phones, pagers, etc. Identify who such items will be issued to.

6. **Insurance** – List each type of insurance and cost separately. Explain how premiums are allocated if costs are share with non-workforce uses.
7. **Equipment Lease/Rental** – Identify each piece of equipment to be leased and/or rented and their related cost.
8. **Other Non-Personnel Costs** – List and explain all other non-personnel costs not included in the specific cost items.

C. CONTRACTUAL SERVICES

1. **Accounting/Bookkeeping Services** – Identify all costs related to contractual accounting and bookkeeping services. If known, identify the contracted parties, including contact information.
2. **Audit Services** – Provide estimated cost of conducting an annual audit. If known, provide the name and contact information of the auditor.
3. **Legal Services** – Provide basis of legal services, daily/hourly rates or other calculation of costs. If known, provide name and contact information of legal counsel/firm.
4. **Consulting Services** – List each consulting service to be purchased. Provide an explanation/reason for each service. Along with hourly/daily rates and any related costs.
5. **Other Contractual Costs** – Identify and explain any other contractual costs not already included disclosed.

D. INDIRECT COSTS / E. MANAGEMENT FEES

Indirect is only available to for-profit entities. Specify the rate used and describe the method of calculation used in deriving the rate. You must submit a copy of your approved plan and/or cognizant agency letter approving an indirect cost rate. Management Fees are only available to non-profit entities. Identify the amount or percent of fee used and the method of calculation used in deriving the rate of the fee. Indirect and/or Management Fees are negotiable.

F. PROFIT / G. INCENTIVE BONUS

Profit is available to only for-profit entities. Indicate the percentage used to calculate profit. The Incentive Bonus is only available to non-profit entities. Indicate incentive amount, together with the expected basis of qualifying for an incentive payment. Profit and/or Incentive Bonuses are negotiable.

Salary Detail Schedule

Page 51 of 51