



**REQUEST FOR PROPOSALS #26-436**

**FOR THE OPERATION AND MANAGEMENT  
OF  
WORKFORCE SOLUTIONS DEEP EAST TEXAS  
WORKFORCE CENTERS & PROGRAMS**

*Issued by*

WORKFORCE SOLUTIONS DEEP EAST TEXAS  
415 S. First Street, Suite 110B, Lufkin, Texas 75901  
936-639-8898  
[www.detwork.org](http://www.detwork.org)

**Proposals to be submitted via email to:**

[procurement@detwork.org](mailto:procurement@detwork.org)

**Release Date:** January 12, 2026

**Deadline for Submission of Questions:** February 2, 2026, 4:00 p.m. (CST)

**Deadline for Submission of Proposal:** March 5, 2026, 4:00 p.m. (CST)

**Projected Notice of Award Date:** April 15, 2026

*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*

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## SECTION 1 – INTRODUCTION & BACKGROUND

### 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. 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.

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.

## SECTION 2 – GENERAL INFORMATION

### PURPOSE

WSDet is soliciting proposals from qualified and eligible entities for the operation and management of WSDet workforce centers and workforce development programs. The selected provider will be responsible for delivering high-quality customer-centered services to job seekers, workers, and employers in compliance with the Workforce Innovation & Opportunity Act (WIOA), Texas Labor Code, TWC policy, and WSDet directives.

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.

#### ACTIVITIES AND SERVICES SOLICITED IN THIS RFP

Services solicited in this RFP include, but are not limited to:

- Management of workforce center operations in all designated counties.
- Delivery of career services under WIOA and other funding streams.
- Coordination of training, education, and supportive services.
- Employer engagement, business services, and rapid response.
- Case management, eligibility determination, and performance reporting.
- Compliance with all TWC/WSDET policies, performance targets, and fiscal accountability.

Operations will encompass the delivery of programs and services consistent with local and state plans and applicable federal, state and local laws, rules, regulations, policies, and directives.

#### 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:

- WIOA
- Wagner-Peyser Act of 1933, as amended
- Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended by the Deficit Reduction Act of 2005
- Agricultural Improvement Act of 2018
- Bipartisan Budget Act of 2015
- 7 CFR Parts 271-273 regarding Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)
- Fiscal Responsibility Act of 2023 (SNAP work requirement changes), as applicable
- 20 CFR Parts 652 and 675-683 (WIOA Title I)
- 45 CFR Chapter II (TANF)
- Texas Labor Code, Chapters 302 and 307
- Texas Government Code, Chapter 2054; Texas Administrative Code (TAC) Title 1 Part 10, Chapter 202, Subchapter B (IT/security)
- Sections of TAC Title 40, Part 20
- Texas Government Code, Title 10, Chapter 2308
- 2 CFR Part 200 (Uniform Guidance) and 2 CFR Part 2900 (DOL exceptions)
- Social Security Act, 42 USC, 603-619, as amended
- 2 CFR § 200.216 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

- 2 CFR § 200.322 regarding the purchase, acquisition, or use of goods, products, or materials produced in the United States
- 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
- All other applicable laws and regulations

For more information, visit <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	January 12, 2026
Deadline for Questions Submission	February 2, 2026, 4:00 p.m.
Questions & Answers Posted	February 6, 2026, 4:00 p.m.
Deadline for Proposal Submission	March 5, 2026, 4:00 p.m.
Proposal Evaluation Process	March 9 - 30, 2026
Presentations (if needed)	March 23 - 25, 2026
Board Meeting for Selection	April 14, 2026
Projected Notice of Award	April 15, 2026
Contract Negotiation & Transition	May 1, 2026 - September 30, 2026
Contract Start Date	October 1, 2026

#### RFP ISSUANCE

This RFP is issued on January 12, 2026, 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](mailto:procurement@detwork.org)

## PROPOSAL DEADLINE

The deadline for submission of proposals is 4:00 p.m. (CST), Thursday, March 5, 2026.

**Proposals will ONLY be accepted via email and must be submitted to [procurement@detwork.org](mailto: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 4:00 p.m. on February 2, 2026. 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 by 4:00 p.m. on February 6, 2026. 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](mailto: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 for all costs and the profit will be a fixed amount based on performance, unless a different type of contract is determined by WSDet to be more advantageous. 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, 2026 and ending September 30, 2027**. WSDet may renew the contract for up to two (2) 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's Financial Manual for Grants and Contracts (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 the operation and management of the WSDet workforce centers and the related programs/initiatives established by the WSDet Board.
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. Employees of Subrecipient are subject to the exclusive control and supervision of Subrecipient. Subrecipient shall be solely responsible for the oversight, management, supervision, hiring, discipline, termination, training, and evaluation of its employees.
2. Subrecipient shall collaborate with Employment Services (ES) supervisory staff to coordinate training, coaching, and mentoring to ES Merit staff, funded under the Wagner-Peyser Act to provide ES. ES supervisory staff are solely responsible for all aspects of selection, hiring, and management of ES Merit staff and for ES Merit staff evaluations. ES supervisory staff are also responsible for ES Merit staff scheduling, but shall coordinate with Subrecipient supervisors to ensure appropriate center coverage. Further details delineating the responsibilities of ES supervisory staff and Subrecipient supervisors is outlined in TWC's ES Guide.
3. WSDet shall reimburse 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.
4. Subrecipient shall provide reports or information on clients, finances, performance, and program operations as may be requested or required by WSDet.
5. 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.
6. Subrecipient shall be required to maintain a case file for each workforce program participant in accordance with standards established by WSDet. Such files are considered the property of WSDet and must be turned over to WSDet upon request or upon the end of the contract.
7. Subrecipient shall use the designated statewide case management system to maintain all customer records required to be tracked and reported to TWC in the manner and timeframe required. Subrecipient shall use any other automated systems prescribed by WSDet. Subrecipient shall be responsible for ensuring the integrity of all data, records, and reports.
8. Subrecipient shall ensure that the confidentiality of all client data is maintained in accordance with state and federal law. Subrecipient shall also ensure the security of client data in hard copy and/or electronic files in accordance with WSDet and/or TWC.
9. Subrecipient, including all of its employees, must comply with all information technology access and user policies and requirements of WSDet and/or TWC.
10. Subrecipient shall fully cooperate with WSDet in planning and implementing any changes to the service delivery system, including changes in the number, type and/or configuration of facilities as deemed necessary and appropriate by WSDet.

11. Subrecipient shall fully cooperate with WSDet in the development and implementation of partnerships and collaborations with other community organizations to maximize resources and services for the benefit of workforce center customers. This includes any Memorandum of Understanding (MOU) or other agreement as may be entered into by WSDet.
12. Subrecipient shall ensure that workforce centers are open to the public, at a minimum of Monday through Friday, from 8:00 a.m. to 5:00 p.m. (CST), except for authorized holidays or other authorized closures, and at such other times WSDet deems necessary to meet local need for services. Subrecipient shall adhere to the holiday schedule as implemented by WSDet. Subrecipient shall ensure that centers are adequately staffed at all times during the duration of the contract to provide required services and activities as specified in this RFP.
13. WSDet may require all or specific centers to maintain extended hours of operation, including weekends. Respondents may propose additional/extended service hours.
14. 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 FMGC.
15. 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 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 aforementioned requirement. Such audits will be conducted in accordance with applicable laws, rules, regulations, and established professional standards and practices.
16. Subrecipient is subject to fiscal and programmatic compliance monitoring. At any time during normal business hours, and as often as deemed necessary, WSDet, TWC, the U.S. Department of Labor, and other authorized State and federal agencies, or their duly authorized representatives, shall have complete and unrestricted 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 confirming adherence to all applicable laws, rules, regulations, and policies.
17. Subrecipient must have its own internal monitoring systems and procedures.
18. Subrecipient shall be responsible for meeting or exceeding all assigned state, federal and/or local performance measures associated with programs that are part of this RFP and any resulting contract. Subrecipient shall also be responsible for any changes in performance measures, including targets that may occur during the contract period.
19. The selected Respondent shall house staff in the six (6) WSDet workforce centers. 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.

20. Subrecipient may not charge customers eligible for any WSDet program a service fee.
21. Subrecipient must comply with applicable cost principles and administrative requirements set forth in the Federal Office of Management and Budget (OMB) Uniform Guidance at 2 CFR Part 200, as supplemented by the Uniform Grants and Contract Management Standards and the FMGC.
22. Subrecipient must comply with all rules, policies, directives and plans issued by WSDet and TWC. 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

Subrecipient shall provide services for eligible customers across the 12-county Deep East WDA. See Exhibit B for WSDet workforce center locations and the counties each center serves.

### CURRENT STAFFING

The current staffing for WSDet's workforce centers is comprised of 50 staff. This information is provided for reference only and is not a requirement.

### FUNDING

Funding for all activities and services is contingent upon the receipt of sufficient programs funds from TWC and other funding sources of WSDet.

Projected funding levels to be used in developing proposal budgets are contained in Exhibit A - Funding Estimates of this RFP.

## 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 April 14, 2026.

#### 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.

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

#### 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

#### OPERATION OF WORKFORCE CENTERS

Workforce center operations shall include, but are not limited to, the delivery of allowable services and activities under the following programs funded by WSDet:

- Workforce Innovation and Opportunity Act – Adult
- Workforce Innovation and Opportunity Act– Dislocated Worker (includes Rapid Response)
- Workforce Innovation and Opportunity Act – Youth
- Temporary Assistance for Needy Families (TANF) Choices
- Noncustodial Parent Choices Program (NCP)
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
- Trade Adjustment Assistance Program (TAA)
- Reemployment Services and Eligibility Assessment Program (RESEA)
- Wagner-Peyser Employment Services\*
- Summer Earn and Learn Program (SEAL)



\*Note: Wagner-Peyser Employment Services (ES) are provided by staff located within WSDet workforce centers who are employed by TWC. TWC has administrative oversight, as well as management responsibility for directing daily work assignments, assigning individual performance goals, hiring, initiating disciplinary action, and evaluating staff performance for state merit staff providing ES services in a local Workforce Solutions Office.

Subrecipient may provide training, coaching, mentoring and scheduling lunch/break coverage in their assigned Workforce Solutions Office to ES Merit staff by coordinating these efforts with the state staff members' supervisor.

Subrecipient shall be responsible for contributing to the achievement of WSDet's mission, vision, and goals, as well as TWC-contracted performance measures outlined in Exhibit B – Performance Measures.

#### EMPLOYER/BUSINESS SERVICES

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Employers are distinguished, by WSDet, as the primary customer of the workforce system. By the same token, WSDet values industry specialization and the use of data and other intel to provide tiered levels of services for employers. It is essential that employers have access to a skilled workforce and other human resource services to maintain a competitive edge in the global economy and to maximize economic development opportunities for the Deep East area. The goal is for WSDet to be recognized as the premier talent development and talent provider in the region.

Business services should be provided through a business service team approach. To meet the needs of employers, Subrecipient shall provide a full range of services, including (but not limited to):

- **Industry Sector Focus** – aligning with WSDet's priority industry sectors as identified in the WSDet Strategic Plan, work with WSDet Board and Subrecipient staff to build employer relationships through individualized employer relationships and collectively under the auspices of industry sector partnerships.
- **Outreach and Recruitment** – engaging new employers to the workforce system and expanding existing employer relations.
- **Employee Recruitment and Placement Services** – job matching services to identify, pre-screen and refer qualified job applicants to employers, including using data about job seekers to strategically outreach for opportunities; use of workforce centers for hiring events and interviewing; and customized job fairs.
- **Job Order Taking** – providing information and assistance to employers in establishing and managing accounts in the statewide online job matching system.
- **Labor Market and Other Information Services** – providing employers with local labor market, economic, demographic and unemployment information. In addition, providing employers with information and assistance on available

worker tax credit programs, labor laws, and unemployment insurance claims and appeals.

- **Training Service** – communicating internal and external training services that employers could utilize including but not limited to Individual Training Accounts, Earn and Learn for on-the-job training and subsidized employment, Incumbent Worker training, and TWC’s initiatives such as Skills Development Fund, and related customized training options available to employers to help train new hires.
- **Outplacement Service** – includes Rapid Response activities in coordination with WSDet Board staff to employers/employees faced with mass layoffs or closings.

#### JOB SEEKER SERVICES

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The primary purpose of the workforce center is to engage as many job seekers as possible by providing easy access to a broad array of services and information to help them get a job, keep a job, or get a better job leading to economic self-sufficiency. Services are to be provided through a seamless, integrated system utilizing a tiered or sequential service delivery approach. The idea is to customize services for each customer seeking assistance, so that the mix and intensity of services provided varies based on the needs of the individual customer.

WSDet expects Subrecipient to implement strategies that further promote integration and streamline services through improved customer flow processes, use of technology, data, braiding of funding to enhance service delivery, integration of staff, and other innovative solutions to continuously improve the quality of services and customer experience.

The Workforce Innovation and Opportunity Act of 2014 (WIOA) is the federal legislation that reauthorized the Workforce Investment Act. WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services.

**Basic Career Services** are predominately self-serve, informational, and accessed through a public resource room within each workforce center. Such services can be made accessible online or by other delivery methods. Basic Career Services are made available to all job seekers, without regard to program eligibility, and they must include the following services:

- Determinations of whether the individual is eligible to receive assistance from the WIOA adult or dislocated worker programs
- Outreach and intake (including worker profiling), and orientation to information and other services available through the Texas workforce system, including other programs offered in the workforce center
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs

- Labor exchange services, including:
  - Job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations
  - Appropriate recruitment and other business services on behalf of the employers
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the Texas workforce system and, when appropriate, other workforce development programs
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas, including:
  - job vacancy listings in labor market areas
  - information on job skills necessary to obtain the vacant jobs listed
  - information relating to the local Target Occupations List and the earnings skills requirements, and opportunities for advancement in those jobs
- Provision of performance information and program cost information on eligible providers of training services by program and provider type
- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance, including:
  - child care
  - child support
  - medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program
  - benefits under SNAP
  - assistance through the earned income tax credit
  - assistance under a state program for TANF, and other support services and transportation provided through that program
- Provision of information and assistance regarding filing claims for unemployment compensation, including meaningful assistance that occurs:
  - in WSDet workforce centers, using staff members who are well-trained in unemployment benefits claim filing activities and, on the rights, and responsibilities of unemployment claimants, and information necessary to file a claim
  - by phone or via technology, as long as the assistance is provided by appropriately trained and available staff and within a reasonable time
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA

**Individualized Career Services** are based on specific program eligibility and must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services, as consistent with WIOA requirements and federal cost principles:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers, which may include:
  - diagnostic testing and use of other assessment tools to identify aptitudes, career interest and abilities; and
  - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information regarding, eligible training providers
  - The information collected from the comprehensive and specialized assessment process should identify the participant's educational background, work history, financial needs, and barriers to employment, and be used to develop an Individual Employment Plan with the participant. The Individual Employment Plan is expected to be updated at points of transition during service delivery.
- Group Counseling
- Individual Counseling
- Career Planning
  - Counseling and Career Planning are provided to ensure the achievement of positive customer outcomes. It is the responsibility of workforce center staff to ensure that barriers to program participation and employment are overcome through appropriate services and resources. Regular, personal contact between workforce center staff and the customer is essential.
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- Internships and work experience that are linked to careers, including transitional jobs as described in WIOA §134(d)(5)
- Workforce preparation activities
- Financial literacy services as described in WIOA § 129(b)(2)(D)
- Out-of-area job search and relocation assistance
- English language acquisition and integrated education and training programs

**Follow-up Services** must be made available, as appropriate – including counseling regarding the workplace – for participants in adult or dislocated worker activities who are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

**Supportive Services** are provided on a case-by-case basis, upon identification of individual need and availability of resources. The need for supportive services is discussed at the time of initial assessment and is reassessed throughout program participation. Support services assist the customer in participating in program

activities and/or employment. Such services include, but are not limited to, child care assistance, transportation assistance, housing and utilities payments, tools, uniforms, fees required for high school equivalency testing, and licensure or certification for employment.

**Referrals** to Appropriate Resources – in order to maximize resources and meet customer needs, appropriate referrals for services, including supportive services, are made to community resource partners.

**Coordination** with employers, economic development organizations, chambers of commerce, community-based organizations, faith-based organizations, public entities, and other agencies to maximize resources and avoid duplication of service is expected.

**Training Services** – WIOA is designed to increase participant access to training services. Training services are available under specific workforce programs for job seekers who are unable to find employment at WSDet’s defined self-sufficiency wage and are provided to equip individuals to enter the workforce and retain employment. Following a comprehensive assessment and the development of an Individual Employment Plan, a customer may be referred to training services. Examples of training services include:

- occupational skills training
- on-the-job training, as described in WIOA §3(44)
- registered apprenticeship
- incumbent worker training, in accordance with WIOA §134(d)(4)
- workplace training and cooperative education programs
- private sector training programs
- skills upgrading and retraining
- entrepreneurial training
- job readiness training provided in combination with other training described above
- adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training
- customized training
- development of internships, work experience, community service, and subsidized employment opportunities, as allowed, and that meet the requirements of individual workforce programs

Occupational skills training must be provided in a manner that maximizes customer choice and is aligned with WSDet’s targeted occupations and the Eligible Training Provider System (ETPS). Training services are provided and documented through the issuance of Individual Training Accounts (ITAs).

Respondents shall also familiarize themselves with the allowable services, activities, and requirements of workforce programs found in statute, rule, regulation, and policy.

#### YOUTH SERVICES

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WIOA outlines a broad youth vision that supports an integrated service delivery system and provides a framework for supporting both in-school youth (ISY) and out-of-school youth (OSY). Subrecipient shall manage and direct services for eligible youth, including operation of the WIOA Youth Program, the Summer Earn and Learn Program, and any additional youth-focused initiatives administered by WSDet. Subrecipient shall maintain full personnel authority for all staff engaged in the provision of youth services throughout the WSDet service area.

Subrecipient shall ensure that services provided to WIOA youth include documentation demonstrating that the 14 required program elements have been made available:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that support completion of a secondary school diploma, its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities), or a recognized postsecondary credential
2. Alternative secondary school services, or dropout recovery services, as appropriate
3. Paid and unpaid work experience opportunities that include academic and occupational components, such as:
  - Summer employment and year-round employment opportunities
  - Pre-apprenticeship programs
  - Internships and job shadowing
  - On-the-job training (OJT) opportunities
4. Occupational skill training, with priority given to programs leading to recognized postsecondary credentials aligned with in-demand industry sectors or occupations in the local area
5. Education offered concurrently with workforce preparation activities and training for a specific occupation, occupational cluster, or career pathway
6. Leadership development opportunities, including community service and peer-centered activities that foster responsibility, employability, and positive social and civic behaviors
7. Supportive services that enable participation in WIOA activities
8. Adult mentoring for at least 12 months, occurring both during and/or after program participation
9. Follow-up services for a minimum of 12 months after program completion, as appropriate
10. Comprehensive guidance and counseling, including referrals for substance abuse counseling when needed
11. Financial literacy education
12. Entrepreneurial skills training



13. Services that provide labor market and employment information on in-demand industries and occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that prepare youth for, and support their transition to, postsecondary education and training

The Youth Program take a holistic, comprehensive approach, leveraging multiple funding streams, supporting career education pathways, and fostering partnerships with schools, juvenile justice entities, community organizations, and employers. Work experiences and internships should be closely aligned with WSDet workforce centers, Business Services, local labor market needs, and community youth-serving programs. Services must promote strong connections between academic learning and real-world occupational experiences, preparing youth for meaningful, in-demand careers.

#### TRANSITION PLAN

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The awarded entity shall:

- Assume complete responsibility for the management and operation of WSDet workforce centers, including staff, equipment, supplies, and materials, on October 1, 2026;
- Give first consideration in employment to current employees providing services in the workforce centers who may be displaced as a result of this procurement;
- Provide for open enrollment into insurance/benefits for currently employed staff who are transitioned from the previous subrecipient with benefits/coverage available on the first day of employment (10/01/2026); and
- Based on negotiations with WSDet, accept rollover of accrued, unused leave time as allowed under the previous subrecipient's policies for transitioned staff. The awarded entity may implement new policies and limits after the transition.

**Staffing** – Respondent shall make an independent analysis and projection of staffing needs. WSDet expects staffing to be organized around functions as opposed to programs or funding streams, to the extent that is practical. To assist in staff planning, information on service levels by workforce program are contained in Exhibit C – Customers Served. Information on current subrecipient staffing is listed in Exhibit D – Information on Current Subrecipient Staffing.

**Facilities and Equipment** – Adequate facilities and equipment are currently in place for workforce center operations. The locations and hours of operation for all WSDet workforce centers are contained in Exhibit E – Workforce Centers.

#### PERFORMANCE

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Subrecipient shall have a thorough knowledge of the programs and their performance requirements. Subrecipient shall be responsible for achieving performance standards and providing quality services to workforce system customers. At a minimum, Subrecipient shall meet assigned TWC-contracted

performance measures and be competitive with other similar-size workforce boards in Texas. WSDet may pass down to Subrecipient additional performance measures or changes as received by TWC. WSDet reserves the right to adjust, change and/or add additional measures as deemed appropriate. Exhibit B – Contracted Performance Measures identifies the anticipated Subrecipient performance measures and targets. Performance measures are subject to change based on TWC action.

## BUDGETING

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For purposes of this procurement, the proposed budget shall be limited to administrative and operational costs, including but not limited to personnel wages, fringe benefits, travel, and professional development/training; consumable office supplies and materials; insurance and bonding; audit services; advertising; professional services; indirect costs; and profit or performance bonus.

The cost of facilities, including rent, utilities, phones, copiers, fax machines, technology, and maintenance and repair are NOT to be included in the budget. Costs associated with outreach and marketing activities related to customer outreach and recruitment are NOT to be included in the budget. These costs are covered by the WSDet Board.

## SECURITY MANAGEMENT & CYBER SECURITY FRAMEWORK

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### *Security Management*

WSDet adheres to the NIST 800-53 v5 Cyber Security Framework as mandated by TWC. As such, all WSDet subrecipients must adhere to the same framework and maintain a minimum level 3 cyber security maturity and agree to annual security assessments.

Subrecipient shall take appropriate actions to assure compliance with 1 TAC, Chapter 202, Cybersecurity Framework (TCF) at <https://dir.texas.gov/texas-administrative-code-202> and all other state and federal rules, regulations, and laws as applicable to Subrecipient. Subrecipient shall:

- Implement Information Security Management (ISM) compliance policies and procedures for Subrecipient staff
- Assure compliance with such ISM requirements

Subrecipient staff shall follow all TWC and WSDet security guidance when making use of TWC information resources, TWC-provided data, and/or TWC-administered systems.

In the event of a security violation or if Subrecipient has any reason to suspect that the security or integrity of TWC's data has been, or may be, compromised, Subrecipient shall notify WSDet IT Department immediately and no later than twenty-four (24) hours after suspected violation/occurrence. Subrecipient shall comply with TWC directives for resolving any incidents.



Subrecipient shall designate an information security officer who:

- reports to Subrecipient's executive-level management
- has authority over information security for Subrecipient
- possesses the training and experience required to perform these duties
- to the extent feasible, has information security duties as their primary duties

#### *Cybersecurity Framework*

The Cybersecurity Framework (CF) consists of 122 Control Objectives and five (5) Functional Areas as follows; Identify, Protect, Detect, Respond and Recover. The CF is also based on the National Institute of Standards and Technology (NIST) Cybersecurity Framework 800-53 v5.

Subrecipient's security program will undergo a CF assessment at least once every two years to evaluate the program's overall maturity, measured on the CMMI scale (0-5) and the maturity level of each of the CF controls. This assessment will be conducted at time of onboarding through WSDet's automated vendor assessment tool.

- Control objectives below a CMMI level 3 will require submission of a management response with a Corrective Action Plan to WSDet.
- Corrective Action Plan status reports will be made every six (6) months, starting from the plan submission date.

#### *Cyber Security Maturity Levels*

Level 0: Non-Existent – There is no evidence of the organization meeting the objective.

Level 1: Initial – The organization has an ad-hoc, inconsistent, or reactive approach to meeting the objective.

Level 2: Consistent – The organization has a consistent overall approach to meeting the objective, but the approach is mostly reactive and undocumented. The organization does not routinely measure or enforce policy compliance.

\*Level 3: Defined – The organization has a documented, detailed approach to meeting the objective and regularly measures its compliance.

Level 4: Risk-Based – The organization uses an established risk management framework to measure and evaluate risk and integrate improvements beyond the requirements of applicable regulations.

Level 5: Optimized – The organization has refined its standards and practices, focusing on ways to improve its capabilities in the most efficient and cost-effective manner.

## 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 65 pages, excluding the required attachments and forms which are listed in Attachment B of this RFP. Proposals in excess of the 65-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 shall acknowledge receipt of proposals via email to the Respondent’s identified contact person. Proposals shall 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 shall be submitted with all required elements and assembled in accordance with Attachment B.

Proposals that are incomplete, fail to meet the RFP guidelines or specifications, or are submitted without all required signatures may be deemed non-responsive and disqualified from award consideration.

### TABLE OF CONTENTS

Proposals shall have a table of contents that lists each item of the proposal, including attachments, with corresponding page numbers. All items shall 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 shall 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

1. Provide a brief history of your organization; include year established, location of home/corporate office, locations of any regional offices, number of employees, and lines of business. Attach proof of incorporation or agency status.
  - If your organization is governed by a board, provide a list of board members and corporate officers.
  - If submitting a proposal as a partnership, consortium, or joint venture; describe the roles and responsibilities of each party, identify the lead entity, and attach a copy of the partnership, consortium, or joint venture agreement.
  - If you are submitting a proposal using a Managing Director/ Professional Employer Organization (PEO) Model, attach the agreement between the Managing Director and the PEO or staffing agency.
  - If you are subcontracting services, specify the services that will be subcontracted, explain the rationale behind using a subcontractor rather than providing the services yourself, attach examples of how the subcontracts were procured, and include their qualifications and the basis for payment.
2. Describe the governance and oversight role of your organization (upper management). How do you report contract performance, including monitoring reports, compliance, etc.? How often do you provide such reports? Provide a sample report, if applicable.
3. Describe how your organization achieves its mission on a day-to-day basis. Articulate how your vision and values relate to the operation of workforce centers, delivering services to job seekers, youth, and employer customers, the communities and to the mission, vision, and values of WSDet. How are they shared with your staff and instilled as part of your organizational culture?
4. Illustrate your proposed organizational structure responsible for the management of the workforce centers. Attach an organizational chart for the

- entire organization that includes lines of authority and responsibility. Identify upper management and local project staff.
5. Provide job descriptions for all key staff directly related to the management, operation and administration of the workforce centers 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 staff member and indicate which position the staff will be assigned to.
  6. Provide a list of examples on how performance targets, policies, directives, and other information is communicated to staff throughout your organization, within the last three (3) months.
  7. Describe how your organization measures employee effectiveness. Provide examples of the metrics, performance goals, and/or processes put in place to evaluate the work of supervisors and frontline staff. How often did you evaluate employee performance within the last year? How did you identify poor employee performance, and what steps did you take to help them improve?
  8. Describe a time when you had to ensure that staff had a good foundation of sufficient skills and knowledge to help customers achieve their goals. Provide an example of the training developed or provided within the last six (6) months for new hires and existing staff.
  9. Describe what qualities and experience or qualifications your organization looks for in hiring frontline and management staff.
  10. Describe examples of how your organization has evaluated customer service within the last year. What metrics do you have in place to evaluate the quality of the services staff are providing? Describe a situation in which you had to take action to improve customer service. Describe the issue and the steps taken to address it.
  11. Organizational capacity refers, in part, to the ability to ensure sufficient staffing, organizational support, and technology to accomplish work and successfully deliver quality services to customers. Describe your ability to assess capacity needs, including how you will manage resources to ensure adequate capacity is available during high demand periods. Describe any “workflow” technologies, systems, and/or processes to be used to improve services, increase system effectiveness and efficiency, and impact costs.
  12. Describe in detail your internal monitoring systems to ensure that the centers are operating effectively and efficiently, achieving performance results, complying with applicable federal, state and local laws, rules, regulations and policies, and providing quality customer service. Provide specific examples of how you have used data from internal reviews to identify, address, and improve operations and customer service.
  13. Describe how management proposes to communicate and coordinate with WSDet Board staff.
  14. Describe your succession plan, process, and strategy for ensuring that the loss of key management and/or operational staff does not result in failure to perform a key function.

15. Provide any additional information that would support your organization's capacity and capability to manage/operate workforce centers in the Deep East region.

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## CRITERIA 2: DESIGN & APPROACH

0 – 50 POINTS

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### *Service Delivery Philosophy*

1. Describe your philosophy for providing quality customer service, including specific strategies for under-served resident populations, employers and strategies that may be unique to serving customers in rural communities.
2. Describe your philosophy and approach to partnership and collaboration with both internal partners (such as, but not limited to, Texas Workforce Commission, Texas Veterans Commission, Vocational Rehabilitation Services and Adult Education and Literacy) and external community partners. How do you establish shared goals, measure progress, and ensure that both partners are benefitting from the partnership?

### *Employer/Business Services*

3. Describe your proposed service delivery design for meeting the needs of employers/businesses regarding the following:
  - Assisting employers with identifying their workforce challenges
  - Providing solutions for their needs
  - Ensuring quality referrals are made to employer job postings
  - Simplifying processes and materials that make employer access smooth
  - Use of market segmentation and tiered levels of services for employers
  - Meeting/exceeding employer and re-employment performance measures
4. Describe how your organization will organize and deliver employer/business services. Include staffing plan and how employer/business services will be coordinated and/or integrated with program staff.
5. Give examples of how your organization will outreach employers/businesses and expand the number of employers engaged with the local workforce system, particularly in industry sectors targeted by WSDet.
6. Describe your experience in working with a workforce development board on market segmentation or tiered services approach with employers. How did you identify which employers the system was best suited to serve? How did you triage services? What was the result?
7. Describe how your employer/business services unit will work with program frontline staff in coordinating job development and placement efforts.
8. Describe your key performance indicators to measure effectiveness of your employer/business services unit beyond contracted performance measures? Give examples of what key performance indicators you would recommend using in Deep East.
9. Illustrate how you've measured employer satisfaction, beyond job openings filled.

10. Describe training strategies designed to ensure your employer/business services unit is/remains well versed in the employment trends of employers/businesses in the local market, especially those within the industries targeted by WSDet.
11. Do you use a customer relationship management tool (CRM)? If so, which one? Describe how you manage the tool within your business service unit.

*Job Seeker Services*

12. Describe your organization's philosophy for providing career counseling and navigation services that supports a holistic approach to serving job seekers. What do you consider as a successful outcome(s) for customers seeking workforce services and why?
13. Describe how you measure the effectiveness of outreach efforts?
14. Describe your process for determining the needs of each customer and providing them with appropriate services/activities. How will customers be made aware of and made eligible for the full array of services available? Describe a process for co-enrollment across two or more funding streams.
15. List examples of recent efforts to communicate in ways that job seeking customers want to receive information. What was the outcome of the effort?
16. Describe your philosophy for maintaining relationships with customers with both successful and unsuccessful outcomes. Describe any strategies that you use to ensure continued success or to re-engage customers.
17. Describe your assessment process for job seekers that include job skills, employability skills and job readiness assessments. Describe your experience in assessments, the type of assessment instruments used, how assessment results will be used in the development of an individual employment plan (IEP), and the provision of support services.
18. Given the employer focus on soft skills, describe your proposed classes/seminars to assist job seekers with soft skills? What other types of classes/seminars will be offered to assist job seekers?
19. Describe your process for referring customers to community agencies, when appropriate, including coordination and co-enrollment with WSDet partner organizations.
20. Briefly explain your case management philosophy and service delivery approach used to provide job seekers with appropriate, high-quality services that support their IEP goals of occupational training, earn and learn opportunities, or their entry into a job/career.
21. Provide an analysis of your service delivery approach that identifies appropriate, accountable, and supportive case management within your programs, including co-enrollment between programs, such as WIOA Youth.
22. List examples of the job development strategies used within the last six (6) months that contributed to job seekers obtaining productive employment in jobs related to training. Describe how you coordinated services with employers.
23. Illustrate the customer flow through the system that clearly identifies services available for various customer populations, customer decision points within the



system, and potential outcomes for customers. Attach a visual flowchart demonstrating a customer's progression through the system. How long does the average intake to enrollment process take?

24. Career centers must, at a minimum, be open Monday through Friday, 8:00 a.m. – 5:00 p.m. If you are proposing additional operating hours/days, please list (by center location) and provide rationale for the proposed operating hours.

#### *Youth Services*

25. Describe the structure of the Youth Services system. Identify key partners and the resources they provide. Identify the framework for coordination with other youth-serving entities to deliver each of the WIOA youth elements.
26. What assessment tools will be used to evaluate the skills, abilities, and interests of youth?
27. Describe how your services will be used to remove barriers and/or assist in the remediation of skills deficiencies. List any accommodations made in order to assess special population groups (i.e. physically disabled, mentally disabled, limited English speaking).
28. Describe the steps to be taken to ensure that the individual service strategy is based on a realistic understanding of the skill/educational levels of the youth and the conditions of the local labor market. Include a narrative on how goals are established, appropriate services are identified, how objective assessment results are taken into consideration, and how and when the service strategy is revised.
29. Describe how educational needs of youth customers will be assessed and addressed so that youth exit with recognized credentials.
30. Describe how you will identify and develop internship, apprenticeship and work experience opportunities that align with youth skills, interests, and abilities as well as the growth occupations in the region.
31. Describe the follow-up strategy that will be used to ensure that youth exiting from services are tracked for a minimum of 12 months after exit.
32. Describe any innovations or special projects you plan to deliver to WIOA-eligible youth.
33. Describe your outreach strategy for the youth system, including a recruitment strategy for OSY and ISY. Describe how these youth will be informed about the availability of services.
34. Describe how you will work with business services staff to market internships and apprenticeships for youth to employers.
35. Describe how you will promote a unified image between the youth system and the WSDet workforce center system. Describe the staffing structure, including lines of authority, job titles/function and how the structure ensures sufficient back-up for all positions at all service sites in the region.
36. Describe the qualifications of the management team to manage a youth program.

37. Describe the program components and flow, including specifics on activities geared toward increasing youth's basic, occupational, and work readiness skills.
38. Explain how customers referred to partner agencies will be tracked to determine if services are received. How will you measure customer satisfaction with services received as a result of such referrals?
39. Describe how you will measure customer satisfaction information including methodology and frequency. Describe how you will ensure the accuracy, integrity, security, and timeliness of data entry for customer data and information.
40. Describe how you will ensure a minimum of 25% of youth funds will be used to provide In-School-Youth (ISY) and Out-of-School-Youth (OSY) paid and unpaid work experiences.
41. Describe how you will ensure a minimum of 75% of youth funds will be spent on Out-of-School Youth (OSY).

#### *Transition Plan*

42. Describe your organization's proposed transition plan with all activities to be completed by September 30, 2026. The transition plan must detail how the entity will deliver all services specified in the RFP, including those services that are not currently offered by the entity.
43. WSDet expects that the parties involved in a transition will work together to ensure that services to customers are not impacted. How will your organization minimize disruption of services to WSDet customers? Describe the activities required of each party for the smooth transition of workforce center management and operations. Provide timelines for the completion of each activity.
44. Describe the process for notifying customers, training providers, vendors, workforce center partners, community organizations, etc. about the change in workforce center operator.
45. Explain your strategy for assessing current workforce center staff, any proposed probationary period for those transitioned, any revisions to staffing structure, recruiting any additional or new staff, and negotiating salaries and benefits.
46. Discuss plans for transferring or receiving customer files and records and financial records from the former subrecipient.
47. Identify your key staff who will be responsible for transition activities.

#### *Security Management & Cybersecurity Framework*

Please include a response to the following questions:

48. How is our data protected?
49. How is data classification applied?
50. What safeguards are in place to protect our data?
51. How is data backed up?
52. What guidelines do you follow for back-ups?
53. How often are back-ups tested?



54. What is RTO and RPO for major systems (i.e., financials)? What other systems are critical to deliver services including third party vendors such as PEOs?
55. What security controls do you have in place to protect from ransomware attacks?
56. Do you conduct annual Cyber Security Training?
57. Do you carry Cyber Security Insurance? If yes, what is your Cyber Security Insurance coverage and limits, and does your coverage include corporate and board co-located employee errors? Provide a Certificate of Insurance verifying your Cyber Security Insurance coverage and limits, if applicable.
58. What is your breach notification policy?

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### CRITERIA 3: FINANCIAL MANAGEMENT

0 – 55 POINTS

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1. Describe your organization's financial management system, fiscal organizational structures, cash management system, grant management system, financial capacity and knowledge in accordance with Generally Accepted Accounting Principles (GAAP). Identify the type of accounting software used. Identify any additional tools used to track specific functions or services, such as ITAs or procurement, if applicable.
2. Identify all key staff who will perform financial and accounting functions. For each individual, include a summary of qualifications and experience, as well as any relevant licenses held.
3. 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.
4. Describe your organization's current sources of funding and the percentage of the total each source represents.
5. Describe your encumbrances and expenditures processes (accrual accounting) inclusive of tracking training obligations and vendor payments, including average turn-around time. Describe how you ensure over expenditure does not incur for client expenditures, and provide examples of methodology and tools used.
6. Describe your payroll, leave, and travel policies, and how related documentation and files are maintained. All allowable travel expenditures will be reimbursed based on State law.
7. Describe how any disallowed costs and/or over-expenditures will be repaid. What are the sources of these repayment funds? Include any lines of credit, unrestricted cash, and unrestricted cash equivalents (asset with the ability to be converted to cash within 90 days) that can be used to repay any disallowed costs and/or over-expenditures. Will these funds be designated for any other funding sources? If yes, please list details of the funding designation. Has your organization ever incurred a disallowed cost or over-expenditure? If yes, detail

- any disallowed cost or over-expenditures totaling, per instance, over \$5,000. Explain the nature and amount of the disallowed cost or over-expenditure.
8. Describe how you will meet WSDet's requirement for having sufficient financial resources to cover expenses for up to 4 to 6 weeks before being reimbursed. Please note that cash advances are typically not provided by WSDet.
  9. Describe your process, tools, and system for tracking expenditures tied to individual customers, such as ITAs, subsidized work, gas cards, and any monetary or non-monetary incentives. Describe how you ensure adequate control over items such as gas cards or gift cards to prevent fraud and abuse, while also ensuring timely and responsive service to customers.
  10. Please respond to the following scenario. Based on obligations and expenditures, it has been identified that you will run out of WIOA Adult funding for training six (6) months into the contract year. Describe the steps you would take to manage this situation, convey the information to customers, and identify possible solutions. Identify how you would manage funds from inception to limit or prevent a situation like this from occurring.
  11. Identify any potential liabilities (e.g., delinquent taxes, lawsuits, claims, injunctions, audit exceptions, etc.) which might affect your organization's ability to perform under a contract resulting from this RFP. Provide information on resolution or current status of any potential liabilities. Also identify all current unrestricted debt (debt not specifically funded by a specific funding source). Include plans for repayment of this debt.
  12. Provide a copy of your organization's last three (3) audits and a copy of your accompanying Management Letter for each audit. Any Respondent with **two (2) or more consecutive adverse audit outcomes** within these audits—including material weaknesses, significant deficiencies, questioned costs, or findings of noncompliance related to federal or state awards identified in a Single Audit conducted in accordance with 2 CFR Part 200, Subpart F—**will be deemed non-responsive and automatically disqualified from further consideration**. For purposes of this solicitation, audit findings, classifications, and opinions issued by the independent auditor shall be controlling; narrative explanations, corrective action plans, or mitigating statements submitted by the Respondent will not be considered in determining responsiveness or eligibility.
  13. Provide a copy of your organization's IRS form 990 (non-profit respondents only) for the past three (3) years.
  14. Provide copies of Certificates of Insurance (if available) or a statement of insurability. Certificates are not required at time of proposal submission but must be in place before a final contract is executed (prior to October 1, 2026).
  15. 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.

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#### CRITERIA 4: COST REASONABLENESS

0 – 55 POINTS

Cost reasonableness will be addressed based upon review of the budget forms and budget narrative submitted with the proposal. The amounts budgeted should not exceed what would be incurred by a prudent person conducting the same business under similar circumstances.

1. Provide a copy of your organization's current cost allocation plan. Explain how the cost allocation methodology will be applied in distributing costs among funding sources and cost categories.
2. 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.
3. 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. All costs will be reviewed for their relationship to the services to be performed under a contract and whether they are allocable, allowable, and reasonable.
4. Respondents are encouraged to identify matching/in-kind funds or leveraged resources that they can offer in support of workforce center operations. Describe any matching/in-kind or leveraged resources to be offered and their estimated value.
5. Complete the following forms:
  - Budget Form A - Proposed Distribution of Allocated Funds
  - Budget Form B – Proposed Line-Item Budget
  - Budget Form C – Budget Narrative
  - Budget Form D – Salary Allocation Plan
  - Budget Form E – Proposed Profit/Incentive Worksheet

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#### CRITERIA 5: PAST PERFORMANCE AND REFERENCES

0 – 50 POINTS

##### *Past Performance*

1. 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.
2. Describe any awards, recognitions, or noteworthy achievements that your organization has received during the past three (3) years under the contracts listed above.
3. 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.
4. Attach all monitoring reports (internal and external) from the past two (2) years. Disclose any findings, exceptions, or disallowed costs. Provide information as to the resolution or current status of each.
  5. Complete Attachment N – Grievances, Legal Actions and EEO Complaints.

#### *References*

6. 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.

## SECTION 7 – BUDGET

The proposed budget must support the proposal narrative and include only those costs related to the operation and management of workforce centers in the Deep East Workforce Development Area. All costs must be necessary, reasonable, allowable, and allocable under a federal or state award and meet the general allowability criteria established by the OMB Circulars and/or the Uniform Grant Management Standards, as applicable. Please refer to the FMGC for detailed information. If successful, the proposed budget will serve as a basis for contract negotiations.

### LIMITATIONS

#### TRAINING AND SUPPORT SERVICES

A minimum of thirty (30) percent of WIOA Adult and Dislocated Worker funds must be budgeted for training and support services.

#### DIRECT CLIENT SERVICES

A minimum of twenty (20) percent of SNAP E&T, TANF and NCP Choices funds must be budgeted for direct client services.

#### YOUTH SERVICES

Youth Services require a minimum of seventy-five (75) percent spent on Out-of-School Youth (OSY) funds.

Under WIOA, not less than 20 percent of local youth funds must be used to provide OSY and ISY with paid and unpaid work experiences that have academic and occupational education as a component of the work experience.

These minimum expenditure percentages are subject to change based on future federal or state legislative action, regulatory amendments, or guidance issued by the appropriate oversight agencies.

#### COST CATEGORY DEFINITIONS

##### ADMINISTRATION

Administrative costs includes costs (personnel and non-personnel) associated with the overall management and administration of the workforce centers NOT related to the direct provision of customer services.

##### OPERATIONS

Operations costs include costs (personnel and non-personnel) associated with the direct provision of customer services (excluding training and supportive services).

##### TRAINING AND SUPPORT SERVICES (CUSTOMER PASS-THROUGH)

Training and Support Services costs include costs for occupational training, short-term prevocational training, work experience, internship, subsidized employment, participant incentives, transportation, emergency support, etc.

#### BUDGET FORMS AND INSTRUCTIONS

The following costs are NOT to be included in the proposed budget:

- Costs associated with workforce center facilities (i.e., rent, utilities, repair and maintenance, janitorial services, security, phone, data systems, servers, copiers, computers, etc.)
- Costs related to marketing activities (i.e., marketing/advertising related to customer outreach and recruitment)

##### INSTRUCTIONS FOR COMPLETING BUDGET FORMS

The proposed budget should represent a one-year projection of expenses.

1. *Budget Form A – Proposed Distribution of Allocated Funds* – Using the basic information obtained in the RFP, allocate the estimated available funds to the identified categories. The distribution should be such that services for the clients are maximized.
2. *Budget Form B – Line-Item Budget Proposed Distribution of Allocated Funds* – Prepare the line-item budget to present your best estimates of the costs to operate and manage the programs assigned to the workforce centers.
  - **Personnel Costs** include wages/salaries, fringe benefits, travel costs, and other costs of all regular staff positions as described in the proposal

narrative. The total column for salaries must match the total of the column labeled “Paid by Board Funds” in the Salary Allocation Plan.

- Salaries – include wages/salaries for all project personnel consistent with the proposal narrative.
- Fringe Benefits – the cost of all fringe benefits (medical insurances, FICA, U.I., retirement, etc.) associated with all project personnel.
- Staff Travel – all costs such as mileage reimbursement, per diem, lodging, transportation, etc. Travel costs must comply with state travel reimbursement rates.
- Staff Training – costs associated with conference registration fees, workshop or seminar fees, and reimbursable employee training and education costs (i.e., tuition/fees as allowed by personnel policies).
- Temporary Staffing – costs associated with any temporary staffing.
- Other – other personnel costs not included in any of the line-items above. Such costs must be individually listed and explained in the Budget Narrative.
- **Non-Personnel Costs** include supplies, postage, printing, membership dues, publications, insurance, etc.
  - Supplies/Materials – cost of all consumable office supplies and materials used by project staff.
  - Printing/Reproduction – costs associated with any outside printing, binding, or reproduction of materials.
  - Advertising – costs associated with advertising job vacancies, procurements, legal or public notices.
  - Memberships/Dues/Subscriptions – fees and dues associated with membership in professional organizations and the costs for any subscriptions (e.g. newspapers). The cost of membership in an organization substantially engaged in lobbying is unallowable.
  - Postage/Shipping – costs of postage, shipping, and courier services.
  - Telephone/Communications – cost of cell phones. Phone and data systems are provided for all workforce centers by the WSDet Board.
  - Insurance – costs of all required insurances: general liability, fidelity bonding, crime, etc.
  - Equipment Lease/Rental – cost of any leased or rented equipment. Such costs must be individually listed and explained in the Budget Narrative.
  - Other – any other non-personnel costs not already included in the above line-items. Such costs must be individually listed and explained in the Budget Narrative.
- **Contractual Services** include other contractual professional services.
  - Accounting/Bookkeeping – expenses related to any outside accounting or bookkeeping services.
  - Audit Services – expenses related to annual audit, including the cost of preparing IRS Form 990, if applicable.



- Legal Services – expenses related to outside legal services.
  - Consulting Services – expenses related to professional consulting services.
  - Other Professional Services – fees and expenses related to security, technology, or training services rendered by persons who are not owners, officers, or employees of the organization.
  - **Indirect Costs** are allowable only if the Respondent is an entity with an approved indirect costs plan/rate. If indirect costs are requested, a copy of your approved indirect cost plan and/or cognizant agency letter approving the indirect cost rate is required. The Respondent may also choose to charge indirect based on the de minimis rate (please indicate in the proposal if choosing this option).
  - **Profit/Incentive Bonus** is an allowable line-item only if the Respondent is a for-profit entity. An incentive bonus is an allowable line-item only if the Respondent is a non-profit entity. All profit/incentive bonus is negotiable.
  - **Customer Pass-Through Funds** include costs associated with ITAs, short-term prevocational training, work experience wages/fringes, on-the-job training, customized training, subsidized employment, participant incentives, transportation, emergency assistance and other support services, or other allowable pass-through expenses for participants. Pass-through funds are not subject to Indirect, Profit, or Incentive.
  - **Matching/In-Kind Funds** are used to report any matching or in-kind contributions to be provided. Such costs should be individually listed and explained in the Budget Narrative.
3. *Budget Form C – Budget Narrative* – This form is used to explain the purpose of each line-item in the proposed Line-Item Budget and provide a breakout showing the exact amount of each cost item and how it was calculated. Such information is necessary for WSDet to determine if budgeted costs meet its standards of “reasonable, necessary, allowable, and allocable.” For each item, explain the purpose of the expense as it relates to the proposed activities, and how the exact amount of that cost was calculated. For example, if costs of Staff Travel/Per Diem are included, an explanation should include staff positions involved, purpose of travel, and method of computing expense.
  4. *Budget Form D – Salary Allocation Plan* – Provide sufficient back-up for “Salaries” under Personnel Costs in the Line-Item Budget. List, by title, all positions necessary for the operation and management of the workforce centers.
  5. *Budget Form E – Profit/Incentive Schedule* – Complete if any profit and/or incentive bonus is being requested. The amounts requested and the justifications given for the request will be considered in the RFP evaluation process.



ATTACHMENT A – PROPOSAL COVER SHEET

<b>Name of Proposing Entity</b>	
<b>Legal Name of Parent Company</b>	
<b>Name and Title of Parent Company CEO</b>	
<b>Name and Title of Authorized Signatory Official, if different from CEO</b>	
<b>Mailing Address and Physical Address, if different</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>Website Address</b>	
<b>Name and Title of Proposal Liaison</b>	
<b>Phone Number of Proposal Liaison</b>	
<b>E-mail Address of Proposal Liaison</b>	
<b>Legal/Tax Status (check all that apply)</b>	<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
<b>State Comptroller ID Number</b>	
<b>Federal Tax ID Number</b>	
<b>Historically Underutilized Business?</b>	<input type="checkbox"/> Yes (if yes, attach certificate) <input type="checkbox"/> No
<b>Total requested funds</b>	
<b>Date of submission</b>	

## ATTACHMENT B – PROPOSAL CHECKLIST AND ORDER OF SUBMISSION

The proposal shall be submitted with all required elements and assembled in the following order:

Page #	
<b>Proposal Submission</b>	
Attachment A – Proposal Cover Sheet	<input type="checkbox"/>
Table of Contents	<input type="checkbox"/>
Attachment B – Proposal Checklist and Order of Submission	<input type="checkbox"/>
Proposal Narrative ( <i>Section 6 of RFP</i> )	<input type="checkbox"/>
Budget Form A – Proposed Distribution of Allocated Funds	<input type="checkbox"/>
Budget Form B – Proposed Line-Item Budget	<input type="checkbox"/>
Budget Form C – Budget Narrative	<input type="checkbox"/>
Budget Form D – Salary Allocation Plan	<input type="checkbox"/>
Budget Form E – Proposed Profit/Incentive Worksheet	<input type="checkbox"/>
Cost Allocation Plan	<input type="checkbox"/>
Indirect Cost/Management Fee Plan (if applicable)	<input type="checkbox"/>
Attachment C – Attestation Regarding Personnel Policies	<input type="checkbox"/>
Attachment D – Insurance and Bonding Requirements	<input type="checkbox"/>
Attachment E – Administrative Management Survey	<input type="checkbox"/>
Attachment F – Fiscal Responsibility Survey	<input type="checkbox"/>
Attachment G – Nondiscrimination and Equal Opportunity	<input type="checkbox"/>
Attachment H – Certification Regarding Conflict of Interest	<input type="checkbox"/>
Attachment I – Certification Regarding Lobbying, Debarment, etc.	<input type="checkbox"/>
Attachment J – Texas Corporate Franchise Tax Certification	<input type="checkbox"/>
Attachment K – State Assessment Certification	<input type="checkbox"/>
Attachment L – Certification of Respondent	<input type="checkbox"/>
Attachment M – Demonstrated Effectiveness Worksheet	<input type="checkbox"/>
Attachment N – Grievances, Legal Actions and EEO Complaints	<input type="checkbox"/>
Current HUB Certification (if applicable)	<input type="checkbox"/>
<b>Submit the following required items as additional attachments:</b>	
Proof of incorporation or organizational status	<input type="checkbox"/>
Current list of Board of Directors and/or principals/chief officers, owners – include name and position/title	<input type="checkbox"/>
Agreements for proposals submitted as partnerships, consortium or joint venture or Managing Director/PEO (if applicable)	<input type="checkbox"/>
Certificates of Insurance or statement of insurability	<input type="checkbox"/>
Organizational Charts	<input type="checkbox"/>
Resumes and job descriptions for key staff	<input type="checkbox"/>
Brief job descriptions for all other positions	<input type="checkbox"/>

Monitoring Reports for most recent three years	<input type="checkbox"/>	
Audits and/or financial statements for prior three years	<input type="checkbox"/>	
IRS Form 990 (non-profit respondents only) <b>OR</b> Annual Report to Shareholders (for profit respondents only) for prior two years	<input type="checkbox"/>	
References (minimum of two)	<input type="checkbox"/>	
Other – give description here:	<input type="checkbox"/>	
1)		
2)		
3)		

## ATTACHMENT C – ATTESTATION REGARDING PERSONNEL POLICIES

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In lieu of submitting the organization's complete personnel policies and procedures, Respondent shall 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 shall 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.

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

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

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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 expenditure 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 the provisions of the WIOA regulations, the Uniform Grants and Contract Management Standards, and the TWC Financial Management Manual for Grants and Contracts?			
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	Are timesheets kept to support payroll disbursement? If not, describe how employee time is documented and payroll supported.			
12	Are records maintained to support authorized employee leave (vacation, sick, etc.)?			

13	Are complete records kept to support travel payments?			
14	Is your accounting system bound by any outside agency (city, county, etc.)?			
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?			
19	Do you have a copy of the Workforce Innovation and Opportunity Act (WIOA) Federal Regulations and subsequent amendments?			
20	Do you have a copy of the TWC Financial Management Manual for Grants and Contracts?			
21	Do you have a copy of the Uniform Grants and Contract Management Standards?			

## ATTACHMENT G – NONDISCRIMINATION AND EQUAL OPPORTUNITY

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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.

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Company Name

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Name & Title of Authorized Representative

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Date

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Signature of Authorized Representative

## ATTACHMENT H – CONFLICT OF INTEREST CERTIFICATION

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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 director 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

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**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 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

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**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.**

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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.

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Company Name

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Name & Title of Authorized Representative

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Date

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Signature of Authorized Representative

ATTACHMENT K – STATE ASSESSMENT CERTIFICATION

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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

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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 \_\_\_\_\_, 2026, 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, LEGAL ACTIONS AND EEO COMPLAINTS

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

**Grievances:**

	<b>Complainant</b>	<b>Summary of Complaint</b>	<b>Status</b>	<b>Amount of Funds Paid Out</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Lawsuits, Injunctions, Court Orders:**

	<b>Complainant</b>	<b>Summary of Complaint</b>	<b>Status</b>	<b>Amount of Funds Paid Out</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## BUDGET FORM A – PROPOSED DISTRIBUTION OF ALLOCATED FUNDS

USE EXCEL WORKSHEET: BUDGET FORM A – PROPOSED DISTRIBUTION OF ALLOCATED FUNDS – Editable versions are available for download on the WSDet website (<https://detwork.org/about-us/doing-business>).

BUDGET FORM A: PROPOSED DISTRIBUTION OF ALLOCATED FUNDS (Estimated Based on BCY 2026 Funding) For the Period OCTOBER 1, 2026 through SEPTEMBER 30, 2027							
Program	Estimated Available Funds	Administration	Operations			Customer Pass-Through	Proposer Total
			Profit/ Incentive	Indirect/ Mgmt. Fee	Other		
WIOA Adult	\$ 648,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Dislocated Worker	\$ 510,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Rapid Response	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WIOA Youth	\$ 610,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TANF/ CHOICES	\$ 630,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NCP	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SNAP (ABAWD & General Population)	\$ 101,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trade Adjustment Assistance (TAA)	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESEA	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employment Services (ES)	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEAL	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 3,004,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# BUDGET FORM B – PROPOSED LINE-ITEM BUDGET

USE EXCEL WORKSHEET: BUDGET FORM B – PROPOSED LINE-ITEM BUDGET – Editable versions are available for download on the WSDet website (<https://detwork.org/about-us/doing-business>).

BUDGET FORM B - PROPOSED LINE-ITEM BUDGET													
For the Period OCTOBER 1, 2026 through SEPTEMBER 30, 2027													
PROGRAM COSTS	Total Proposed Budget	WIOA Adult	WIOA Dislocate d Worker	WIOA Rapid Response	WIOA Youth	TANF/ CHOICES	NCP	SNAP	TAA	RESEA	ES	SEAL	TOTAL
<b>A. Personnel Costs</b>													
Salaries	-												\$ -
Fringe Benefits	-												\$ -
Staff Travel	-												\$ -
Staff Training	-												\$ -
Temporary Staffing	-												\$ -
Other Personnel Costs	-												\$ -
<b>Sub-Total Personnel Costs</b>	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>B. Non-Personnel Costs</b>													
Printing/Reproduction	-												\$ -
Advertising	-												\$ -
Memberships, Dues, & Subscriptions	-												\$ -
Postage/Delivery/Shipping	-												\$ -
Telephone/Communications	-												\$ -
Insurance	-												\$ -
Equipment Lease/Rental	-												\$ -
Other Non-Personnel Costs	-												\$ -
<b>Sub-Total Non-Personnel Costs</b>	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>C. Contractual Costs</b>													
Accounting/Bookkeeping	-												\$ -
Audit Services	-												\$ -
Legal Services	-												\$ -
Consulting Services	-												\$ -
Other Contractual Costs	-												\$ -
<b>Sub-Total Contractual Costs</b>	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-Total B and C</b>	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>D. Indirect Costs</b>	-												\$ -
<b>E. Management Fees</b>	-												\$ -
<b>F. Profit</b>	-												\$ -
<b>G. Incentive Bonus</b>	-												\$ -
<b>H. Participant Pass-Through Funds</b>													
Occupational Training (ITAs)	-												\$ -
Short-Term Prevocational Skills	-												\$ -
Participant Wage Subsidies (Subsidized Work Exp)	-												\$ -
Participant Incentives	-												\$ -
Support Services	-												\$ -
Direct Care	-												\$ -
Other	-												\$ -
<b>Sub-Total Participant Pass Through Funds</b>	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>I. Matching/In-Kind Funds</b>	-												\$ -

**Budget Narrative**  
**For Period October 1, 2026 Through September 30, 2027**

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

**A. PERSONNEL COSTS**

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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. **Supplies/Materials** – Identify consumable supplies and materials to be used by staff.
2. **Printing/Reproduction** – Identify printing/binding and reproduction items and costs.
3. **Advertising** – Advertising costs related to job vacancies, procurements, legal notices, etc.
4. **Memberships, Dues, Subscriptions** – Identify all professional memberships, organizational dues, and subscriptions to be paid.
5. **Postage/Delivery/Shipping** – Identify costs associated with postage, shipping (e.g. UPS, FedEx), and courier services.

6. **Telephone/Communications** – Identify costs for items such as cell phones. Identify who such items will be issued to.
7. **Insurance** – List each type of insurance and cost separately. Explain how premiums are allocated if costs are share with non-workforce uses.
8. **Equipment Lease/Rental** – Identify each piece of equipment to be leased and/or rented and their related cost.
9. **Other Non-Personnel Costs** – List and explain all other non-personnel costs not included in the categories above.

#### C. CONTRACTUAL SERVICES

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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 acquired. Provide an explanation of the purpose or need for the service. Include hourly/daily rates and any related costs.
5. **Other Contractual Costs** – Identify and explain any additional contractual costs not included in the categories above.

#### 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 only available to 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.

#### H. CUSTOMER PASS-THROUGH FUNDS

---

List and explain customer costs associated with Individual Training Accounts (ITA's), short-term prevocational skills, wage subsidies (subsidized work experience wages/fringe), incentives, support services (e.g. transportation, emergency assistance, and other support services), direct care, or other allowable expenses for customers. See Budget Form A – Distribution of Allocated Funds for restrictions on different program funds.

#### I. MATCHING/IN-KIND FUNDS

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List and explain any in-kind contributions that the responding entity will bring to the project.



**Proposed Profit/Incentive Worksheet**  
**For Period October 1, 2026 Through September 30, 2027**

BUDGET FORM/INCENTIVE AWARD SCHEDULE

WSDet may provide a financial incentive for successfully meeting contracted performance measures. In the case of for-profit proposers, the incentive will be classified as “profit.” For non-profit proposers, the incentive will be classified as a performance incentive bonus. The maximum incentive award that may be made available is ten (10) percent.

Any performance incentive bonus earned by a non-profit subrecipient must be used for allowable costs/services.

Proposed Schedule

\_\_\_% Profit/Incentive Bonus Proposed (maximum of 10%)

\_\_\_ % to be earned for “meeting” performance measure targets

\_\_\_% to be earned for “exceeding” performance measure targets

For-Profit Proposers

Do you plan to reinvest any earned profit back into allowable costs/services in support of the local project? \_\_\_ Yes \_\_\_No. If yes, what percent? \_\_\_% Provide a description of how the funds will be reinvested back into allowable costs/services in support of the project.

Please provide your methodology on how you arrive at the percentage and the methodology for arriving at the amount in your proposal.

Non-Profit Proposers

Provide a description of how any incentive bonus funds earned will be reinvested back into allowable costs/services in support of the project.

EXHIBIT A – ESTIMATED FUNDING AVAILABILITY

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<b>EXHIBIT A: ESTIMATED FUNDING AVAILABILITY</b> <b>For the Period October 1, 2026 through September 30, 2027</b>	
<b>Program</b>	Funds to be Budgeted for 10/1/26 - 9/30/27
WIOA Adult	\$ 648,000
WIOA Dislocated Workers	\$ 510,000
WIOA Rapid Response	\$ 15,000
WIOA Youth	\$ 610,000
TANF / CHOICES	\$ 630,000
NCP	\$ 98,000
SNAP (ABAWD & NON-ABAWD)	\$ 101,000
TAA	\$ 5,200
RESEA	\$ 260,000
ES	\$ 52,000
SEAL	\$ 75,000
<b>TOTAL</b>	<b>\$ 3,004,200</b>

*Initial funding has not yet been received for BCY 2027. These amounts are reflective of BCY 2025 actual funding. These amounts are not guaranteed and are subject to update once funding is designated and awarded.*

EXHIBIT B – CONTRACTED PERFORMANCE MEASURES

Contracted Performance Measure*	BCY 2026
	Targets By Measure
<b>Reemployment and Employer Engagement Measures</b>	
Claimant Reemployment within 10 Weeks	61.40%
Employers Receiving Texas Talent Assistance	2,557
Successful Texas Talent Assistance Rate (STTAR)	45.44%
<b>Program Participant Measures</b>	
Choices Full Engagement Rate – All Family Total	50%
<b>Workforce Innovation and Opportunity Act (WIOA) Outcome Measures</b>	
Adult Employed Q2 Post Exit	81.60%
Adult Employed Q4 Post Exit	77.10%
Adult Median Earnings-Q2 Post Exit	\$7,100
Adult Credential Rate	77.00%
Adult Measurable Skills Gains	70.70%
Dislocated Worker Employed Q2 Post Exit	82.80%
Dislocated Worker Employed Q4 Post Exit	80.30%
Dislocated Worker Median Earnings-Q2 Post Exit	\$9,600
Dislocated Worker Credential Rate	84.00%
Dislocated Worker Measurable Skills Gains	76.00%
Youth Employed/Enrolled Q2 Post Exit	78.30%
Youth Employed/Enrolled Q4 Post Exit	75.60%
Youth Median Earnings-Q2 Post Exit	\$4,310
Youth Credential Rate	74.20%
Youth Measurable Skills Gains	65.30%

\*Contracted performance measures and Targets as noted above are defined by the Texas Workforce Commission for BCY 26 (10/1/25 – 09/30/26). Performance targets for BCY 27 (10/1/26 – 09/30/27) are not available yet. Performance measures and targets are subject to change based on actions of the Texas Workforce Commission and or the WSDet Board. Additional performance metrics may be set by the WSDet Board.



EXHIBIT C – CUSTOMERS SERVED

PROGRAM	CUSTOMERS SERVED
	BCY 2025
WIOA Adult/Dislocated Worker	278
WIOA Youth	136
Trade Adjustment Assistance	0
SNAP (ABAWD & General Population)	59
TANF/CHOICES	113
Job Seekers	10,156
Employers	1,924
Employment Services - Veterans	410
Reemployment Services & Eligibility Assessment (RESEA)	378
NCP	19

EXHIBIT D – CURRENT SUBRECIPIENT STAFFING & PARTNER STAFF

SUBRECIPIENT (WORKFORCE) STAFFING	
Title	# of Staff
Project Director	1
Project Accountant	1
Accounting Tech	1
Data Analyst	1
Program Manager	1
Program Case Manager	18
QPT/DLC Coordinator	2
Admin Support	4
Outreach & Eligibility Supervisor	1
Outreach & Eligibility Specialist	2
Director of Business Services	1
Business Services Representative	6
Employment Ready Specialist	4
Customer Service Representative Supervisor	1
Customer Service Representative	6
Career Coach	2
WORKFORCE CENTER PARTNER STAFF	
Agency	# of Staff
TWC – Employment Services	4

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EXHIBIT E – WORKFORCE CENTERS

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	Workforce Center	Location	Counties Served
1	Angelina County	210 N. John Redditt Dr. Lufkin, Texas	Angelina County
2	Houston County	1505 S. 4 <sup>th</sup> St. Crockett, Texas	Houston & Trinity counties
3	Jasper County	750 E. 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

All six (6) WSDet Workforce Centers currently operate Monday through Friday, from 8:00 a.m. to 5:00 p.m.