



**WORKFORCE SOLUTIONS**  
C O A S T A L B E N D

## Pre-Proposal Conference

**RFP for  
Management of Direct  
Child Care Services  
System**

RFP 25-02

February 24, 2025







# Pre-Proposal Conference: **FOCUS**

## **Proposers Need to Understand**

- Background / Agency Information
- Purpose of RFP
- Procurement Timeline
- Scope of Work
- Submission Requirements
  - Application, Proposal & Evaluation & Scoring
- Point of Contact

## **Coastal Bend Workforce Development Board dba Workforce Solutions Coastal Bend**

-  501(c)(3) Non-Profit Organization
-  Funding from Department of Labor through Texas Workforce Commission
-  FY25 Budget \$46 million
-  Mission, Vision & Strategic Board Goals.

A sunburst graphic consisting of numerous thin white lines radiating from a central point at the top of the page, creating a starburst effect behind the 'MISSION' header.

# MISSION

At Workforce Solutions Coastal Bend, we invest in our regional success through access to jobs, training, and employer services.

# VISION

We meet our mission through collaboration with industry, education, economic development, and labor to develop a comprehensive regional workforce strategic plan; develop a trainable and available workforce; and provide workforce relevant training opportunities for youth.

# STRATEGIC BOARD GOALS

## **PARTNERSHIPS**

Establish and Strengthen Partnerships

## **EFFICIENCY**

Effectively and Efficiently Target Rural Area Services

## **AWARENESS**

Increase Workforce Awareness

## **INNOVATION**

Expand Innovative Services to Business

## **OPPORTUNITIES**

Explore New Revenue Opportunities

## **TEAMWORK**

Improve Internal Efficiencies

## **CULTURE**

Refine Board Culture

# Background: **CAREER CENTER LOCATIONS**

✦ Employer Driven: Career Center Services focus on employers' need for a knowledgeable, skillful workforce to help business become productive and competitive locally and in the global market.

✦ 11 County Coastal Bend Region

✦ 7 Full-Service Career Centers  
Alice, Beeville, Corpus Christi,  
Falfurrias, Kingsville, Rockport &  
Sinton



# Career Center **FOOTPRINT**

## **MOBILE CAREER CENTER**



**Weekly Deployment**

**Special Events**



**9 Computer Stations**

**Fully Accessible & Wi-fi**



# Background: Who is WFSCB?




 [2024: Annual Report Summary](#)

 Visit: [www.workforcesolutionscb.org](http://www.workforcesolutionscb.org)



# Purpose of RFP:

Management of Direct Child Care Services System

-  To solicit competitive proposals for Management of Direct Child Care Services System for up to four (4) years.
-  Services provided will include, but not be limited to, those listed in the Scope of Work.
-  Solicitation may result in a contract or after reviewing proposals submitted, WFSCB may decide not to enter into any agreement.

# Procurement: **PROCUREMENT SCHEDULE**

- Feb 18 Release of RFP & Start of Question Period @ 2 pm
- Feb 24 Pre-Proposal Conference @ 10 am
- Mar 6 End of Question Period @ 5 pm
- Mar 10 Answers Posted on WFSCB Website @ 5 pm
- **Mar 17** **Applications Due by 4 pm**
- Mar 31 Notice of Application Status *(projected)*
- **Apr 28** **Proposals Due by 4 pm**
- Apr 29- May 16 Proposal Evaluation Period
- June 2025 WFSCB Governance Meetings *(projected)*
- June 2025 Notifications of Award/Non-Selection  
*(projected after WFSCB Governance Meetings)*



## **Services to be Provided** (Page 5 of RFP)

Contractor will manage its Direct Child Care Services (CCS) Program who employs a “client-centered” approach to deliver services and who places emphasis and attention on the child care customer.

Contractor will design a program service delivery system that provides direct child care services to eligible families in the Coastal Bend Workforce Development Area using a Case Management Service Delivery Model.

Management of services will include the following elements:

- 1. Child Care Services (CCS) Program**
- 2. CCS Program Contractor Responsibilities**

## **Services to be Provided** (Pages 6 & 7 of RFP)

### **CCS Program Contractor Responsibilities**

- A. Management of funds to maximize service units & meet all monthly performance targets.
- B. Abide by and adhere to child care services rules regarding intake, eligibility & ongoing management of services.
- C. Resource for low-income families.
- D. Provide resources for consumer education information.
- E. Provide local communities a focal point for the collaboration of services to families & children.



## **Step 1 – Submit Application for Qualification**

- Applications reviewed by internal WFSCB committee

## **Step 2 – Submit Proposal** *(from qualified Applicants)*

## **Step 3 – Evaluation & Scoring of Proposals**

- Initial Screening for Responsiveness
- Evaluation & Scoring by Independent Evaluators
- Interviews

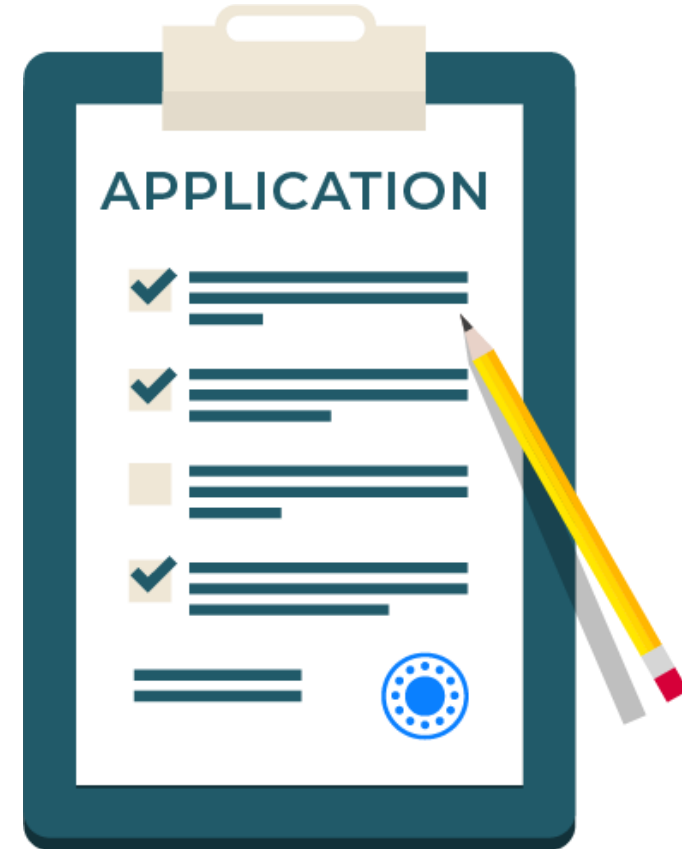
# Procurement **STEP ONE: APPLICATION**



## Step 1 – Submit Application for Qualification

### Application MUST Contain:

- **Form 1: Applicant Information**
- **Form 2: HUB Certificate** *(if applicable)*
- **Form 3: Application Checklist**
- **Form 4: Application Narrative**
  - History of Experience
  - Organization's Attributes
  - Innovative Initiatives
  - Fiscal Management System
- **Form 5: Financial Systems Survey**
- **Form 6: Administrative Management Survey**
- **Form 7: Certification by Applicant**
- **Forms 8-14: Certification Forms**
- **Attachment U: References**



**Applications Due March 17, 2025 by 4:00 PM**



# Procurement **STEP TWO: PROPOSAL**



## **Step 2 – Proposal Submission from Qualified Applicants**

### **Proposals MUST Contain:**

- **Form 1: Proposal/Respondent Information**
- **Form 2: Proposal Checklist**
- **Form 3: Proposal Narrative**
  - Strategies & Outcomes for achieving WFSCB Goals
  - Management & Staffing
  - Management Strategies
  - Direct Child Care Services
  - Outreach Recruitment
  - Coordination & Collaboration
  - Quality Assurance & Monitoring
  - Transition



**Proposals Due April 28, 2025 by 4:00 PM**

# Procurement **STEP TWO: PROPOSAL**



## **Step 2 – Proposals Must Contain continued:**

- **Form 4: Proposed Fiscal Approach & Budget**
- **Form 5: Budget Spreadsheets**
  - A. Budget Summary by Funding Source
  - B. Budget Summary by Line Item & Cost Category
  - C. Staffing Salaries
  - D. PEO Budget (if applicable)
  - E. Budget Narrative
- **Form 6: Certification by Respondent**



**Proposals Due April 28, 2025 by 4:00 PM**



## Evaluation & Scoring: Initial Screening for Responsiveness

- Proposal must be submitted by the RFP deadline.
- Electronic versions must contain e-signatures.
- Proposal must be for the specific services requested and described in the RFP.
- Proposal must be in the outline and order described in the RFP.



**Proposals Due April 28, 2025 by 4:00 PM**

## Evaluation Criteria & Points

### ○ **Application Scoring Criteria**

- Financial Capacity **40 Points**
- Management Capacity and Demonstrated Effectiveness **60 Points**
- Historically Underutilized Businesses (HUBs) **5 Points**
  - To receive the 5 points, proof of certification from the appropriate state agency must be included as Form 2 to the Application.

### ○ **Proposal Scoring Criteria**

- Proposed Management of Direct Child Care Services System **40 Points**
- Program Operations and Service Delivery **30 Points**
- Budget / Cost **30 Points**



# Procurement: **SUBMISSION REQUIREMENTS**

## Format

- Applications & Proposals may be submitted in paper or electronically.
- If submitting in paper, an electronic version is also required.
- Electronic versions should be submitted as a single PDF file and emailed to:  
[Nelda.Rios@workforcesolutionscb.org](mailto:Nelda.Rios@workforcesolutionscb.org)



**Applications Due March 17, 2025 by 4:00 PM**

**Proposals Due April 28, 2025 by 4:00 PM**

# Procurement: **OTHER INFORMATION**

## **Term**

- Initial contract will be awarded for a period not to exceed 12 months ending on September 30, 2026. Option to renew for an additional one-year period.

## **Insurance**

- Contractor is required to maintain insurance coverage throughout the contract term.

## **Restrictions on Communication**

- Communication promoting qualifications to WFSCB staff, Board of Directors or CEO Council is strictly prohibited until contract is awarded.



**Proposals Due April 28, 2025 by 4:00 PM**

# Procurement: **POINT OF CONTACT**

Nelda Rios, Contracts and Procurement Specialist

Email: [Nelda.Rios@workforcesolutionscb.org](mailto:Nelda.Rios@workforcesolutionscb.org)

Fax: 361.885.3057 *(for questions only, no proposals)*

Mail: Workforce Solutions Coastal Bend  
400 Mann Street, Suite 800  
Corpus Christi, TX 78401

- Questions must be submitted in writing.
- **Deadline for questions is March 6, 2025 @ 5 pm.**
- No questions will be accepted after the deadline.



**Proposals Due April 28, 2025 by 4:00 PM**