



08/15/2022

SUBJECT: Letter of Clarification No. 1
Workforce System-Early Education Quality Services

REF: Solicitation No.: HS-WKF-EEQS-07-2022

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

To provide a response to potential respondent(s) questions. The following questions and H-GAC responses are hereby incorporated and made part of the Solicitation:

Question 1: Who was the awarded vendor for this opportunity when it was previously released?

Answer: We are unable to provide this information.

Question 2: If a vendor is interested in being a subcontractor, how would you advise them to proceed?

Answer: We are unable to advise.

Question 3: Is there is a list of interested agencies that plan to respond?

Answer: We do not have that information.

Question 4: What page is information regarding match located in the RFP? I am unable to find it and would like to know the requirements of it.

Answer: Attachment E contains information on securing local match.

Question 5: For the Small and Minority Business, Women's Business Enterprise, and Labor Surplus Affirmation Form: Define "subcontracting". How do we answer if we have yet to solicit/procure contractors for the project?

Answer: Please refer to Part VII Terms and Conditions, Item TT.

Question 6: Are the pre-award audit pieces due at submission?

Answer: Please refer to Part III Submission Contents for items due at submission.



Question 7: What does “contract provider” mean in Attachment 3, TRS section #2 below:

2. Workforce Solutions Board staff seeks to enlist as a contract provider an existing childcare center owner that operates several high-quality centers across the Gulf Coast region but does not currently serve as a contract provider. Please describe your approach.

Answer: A contract provider is a provider who contracts with Workforce Solutions to accept children who are receiving our financial scholarship subsidy assistance.

Question 8: Section G. Financial Stability asks for items from finance team, is there a specific form for the narrative piece of the question?

Answer: No specific form for the narrative.

Question 9: Where can we find OMB Form 60?

Answer: This form will be provided during the contract phase.

Question 10: Are proposers expected to include TRS assessors in the budget or staffing plan, given the anticipation of the start of the statewide TRS assessor approach?

Answer: Yes.

Question 11: Do matched funds have to be secured prior to proposal submission? If not, what is the timeline for when match funds need to be secured?

Answer: Securing match funds is a service to be provided through the contract(s) to be procured. It does not need to be secured prior to proposal submission.

Question 12: Can you please clarify why match funds must equal 10.4 million dollars specifically? If we understand correctly, this is over 100% of the maximum awarded funds. We are more familiar with match requirements that use a percentage closer to 20%.

Answer: The Texas Workforce Commission provides local match targets to each local workforce board to ensure that the state meets its match obligations to the federal government for Child Care Development funds. The Gulf Coast Workforce Board target is not tied to the value of any contract(s) resulting from this procurement. As noted in the second bullet under Task 5 on page 9 of the solicitation and Attachment E, the contractor(s) selected through this procurement will be responsible for SECURING match from other sources, not providing it directly. The contractor will work with the current 26 partners to re-engage participation annually.

Question 13: Is the \$10.4 million an annual match requirement?

Answer: Yes.



Question 14: Are unrecovered indirect costs eligible to be part of the matched funds?

Answer: No. Please review Attachment E regarding sources of local match.

Question 15: The Small and Minority Business, Women's Business Enterprise, and Labor Surplus Affirmation form has sections for if subcontractors have already been engaged, if no subcontractors are planned, and if subcontractors are applicable and entities were solicited, but unavailable. How should we complete the form if subcontractors are planned, but will not be determined until after a formal procurement process that will take place after award?

Answer: Please refer to Part VII Terms and Conditions, Item SS.

Question 16: Is it possible to respond to the RFP with interest in delivering only some of the tasks in the scope of work or does it have to be a full response to all tasks?

Answer: Respondents may apply to provide services for Parent Support and/or Texas Rising Star.

Question 17: Can you explain more about contacting local match contributors to raise a minimum of \$10.4 million? Does this mean that the contractor that is awarded this contract is responsible for getting donations of 10.4 million dollars? What happens if this total amount is not met?

Answer: See Q12.

Question 18: Is a specific number of trainings to providers that is expected?

Answer: No.

Question 19: For mentoring, what is the total number of sites expected for mentoring to be provided? How many teachers/providers need to receive mentoring?

Answer: This can be discussed when negotiating the targets for the Scope of Work and can vary based on funding and need.

Question 20: Apart from all the budget for staffing and other operating expenses, is there a limit on how much the contractor's organization that wins this RFP can hold as profit for managing the whole implementation?

Answer: Up to 10% (indirect and fee) of the total contract and is tied to contract performance.

Question 21: Will we be receiving a copy of the slides?

Answer: The presentation will be available on our website at:
<https://www.h-gac.com/procurement/solicitations/6-hs-wkf-eeqs-07-2022>.



Question 22: Is the \$9 million in funding for a one-year contract or all 4 years of the contract? During the webinar, there was a comment that the funding is renewable. However, since there is an opportunity for multiple awardees, is there an amount to vary among multiple potential awardees?

Answer: The funding is available for one year; however, it is renewable for multiple years.

Question 23: Is there an incumbent performing these services currently?

Answer: Yes.

Question 24: What does “contract provider” mean in Attachment 3, TRS section #2:

“Workforce Solutions Board staff seeks to enlist as a contract provider an existing childcare center owner that operates several high-quality centers across the Gulf Coast region but does not currently serve as a contract provider. Please describe your approach.”

Answer: See Q7.

Question 25: Will you accepting proposals for only a portion of the services or looking for one vendor for all proposed services?

Answer: See Q16.

Question 26: Is the local match funding an annual goal i.e. \$10.4 M?

Answer: Yes.

Question 27: If a different entity from your current vendor is selected, will transition support be expected from past to new vendor?

Answer: Yes.

Question 28: Is space available in the 28 local workforce offices in Texas to provide F2F training? What role do the 28 local offices play in this RFP?

Answer: We have not traditionally housed the whole operation of the quality system in our career offices, but as shown in the presentation we are one integrated system. Our career offices work with our childcare of quality providers but, we are not co-housed.



Question 29: Are you looking to partner with programs with existing ECE programs only or will they need to have childcare partners?

Answer: *We're looking for organizations that can provide the service as outlined and described in the RFP.*

Question 30: Is there a CCR&R network that is active in this region?

Answer: *Yes, we do have a referral provider for childcare assistance now.*

Question 31: What page is information regarding match located in the RFP? I am unable to find it.

Answer: *See Q4.*

Question 32: Will any created materials remain the intellectual property of the vendor or the Board? For non-profits and universities, there are often prohibitions on performing "work-for-hire" agreements.

Answer: *All work paid for with Workforce Solutions dollars is property of the Gulf Coast Workforce Board/Workforce Solutions and the Houston Galveston Area Council.*

Question 33: Is \$10.4 M for fundraising the total for the contract period or annual?

Answer: *It's an annual agreement. Also see Q12.*

Question 34: If the first year of award and delivery is successful after selection, does the successful vendor have to respond to an RFP to initiate a renewal each year?

Answer: *Depending on performance and available funding a contract renewal may be offered, but is not guaranteed.*

Question 35: Will out-of-area/state respondents be considered?

Answer: *Yes.*

Question 36: Are there any training topics the region would like to see implemented right away? Most relevant or needed?
child growth development?
math and science development?
social and emotional development?
responsive teaching techniques?

Answer: *Initial training is based on making children school ready and can vary. Other topics can be discussed and considered.*



Question 37: Will selected vendor have access to stakeholder groups like providers, Early Childhood Advisory Councils, etc.?

Answer: Yes, but the select service provider will discuss all requests and obtain approval by board staff before committing Workforce Solutions to participation with initiatives or data sharing.

Question 38: What are your language requirements for materials?

Answer: We are subject to executive orders requiring that we provide services to individuals with limited English proficiency. We must provide services and access to information in English and Spanish.

Question 39: During the webinar, there was a comment that the current workforce facilities may not have training space available. Are there current partnerships that host training events?

Answer: There may be training space available at some of the career offices. Note: Training providers provider training for childcare providers will need to secure their own training space.

Question 40: CDA credential - The RFP asks for the organization to increase individuals' access to hold a CDA. Is the H-GAC looking for the awardees to provide the CDA credential training or increase access to channels in order to receive a CDA?

Answer: No. CDA credentials are provided by a licensed local organization.

Question 41: How will we be notified of the Workforce Solutions providers who have been identified as “at risk”?

Answer: This will occur during contractor discussions with board staff.

Question 42: What is the required training for the certification for mentors and assessors?

Answer: The Texas Workforce Commission provides access to required training for mentors and assessors. It's up to TWC's discretion.

Question 43: Are there current partners associated with fundraising efforts?

Answer: Yes, see Q12.

Question 44: What are the approved child assessments programs and tools for the work to measure school readiness outcomes for children in TRS programs?

Answer: Those that are licensed and certified for use in the State of Texas.



Question 45: Has an incumbent group(s) been doing this work previously? If a different entity from your current vendor is selected, will transition support be expected from the past to new vendor?

Answer: See Q23.

Question 46: Will any created materials remain the intellectual property of the vendor or the Board? For non-profits and universities, there are often prohibitions on performing "work-for-hire" agreements.

Answer: See Q32.

Question 47: Will the selected vendor have access to stakeholder groups like providers, Early Childhood Advisory Councils, etc. that are currently doing?

Answer: See Q37.

Question 48: We noticed that there is a link to <https://www.h-gac.com/procurement> for the ability to download documents for submission. Is there a particular format or structure for this RFP? We were able to notice that all forms should be in 1 PDF. However, is there an order or submission template?

Answer: Please see Part III, Submission contents. We do not require a specific format or order of submission templates.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposals.