

REQUEST FOR QUOTES (RFQ)

For

CHILD CARE TRAINERS

FOR CHILD CARE TRAINING SESSIONS

By the
TEXOMA WORKFORCE
DEVELOPMENT BOARD

RFQ ISSUE DATE: February 2, 2009

RFQ RESPONSE DEADLINE: February 27, 2009

BACKGROUND ON THE TWDB

The Texoma Workforce Development Board (TWDB) is a volunteer body appointed by the Mayor of the City of Sherman and the County Judges of Cooke, Fannin, and Grayson Counties in accordance with Section 102 of the Job Training Partnership Act (JTPA), Public Law 97-300, as amended, (repealed July 1, 1999 and operating under the Workforce Investment Act (WIA) Public Law 105-220, and Texas Labor Code 302.062. As agreed by the TWDB and the Chief Elected Officials, the Texoma Workforce Development Board serves as the Administrative Entity/Grant Recipient and staff for the funds received for TANF, JTPA/WIA, Food Stamp E&T, and Child Care from the Governor of the State of Texas . The TWDB was certified by the Governor on October 11, 1997. The functional responsibility of the TWDB is to provide policy guidance for and to exercise oversight with respect to activities funded by the Board. Contractor responsibilities are subject to change in conjunction with TWC or other oversight agency requirements.

The Board is composed of representatives of business and industry, organized labor, community-based organizations, economic development agencies, education providers, representatives of child care providers, and public employment. Representatives of the private sector constitute a majority of the Board membership. Board meetings, generally held on the third Wednesday of the month at 12:00 p.m., are open to the public and all are welcome to attend. Issuance of the Request for Quotes is coordinated by the Texoma Workforce Development Board, located at 5904 Texoma Parkway, Sherman, TX 75090, under the direction of Janie Bates, Executive Director. It is further noted that the Board's intent by this solicitation is to continue and improve existing operations. Proposers are encouraged to offer enhancements within the proposed approach. All stated activities are presented as minimum specifications to ensure continuity, but are subject to negotiation.

PART 1.0 SCOPE OF THIS REQUEST

The purpose of the **Child Care Training Project** is:

“to provide high quality training to those people who work with young children in licensed Child Care Facilities, Licensed Group Day Homes, Registered Family Homes, and Self Arranged Child Care Providers.”

Objectives for **Child Care Training** are:

- ❖ To improve the quality of child care offered in the Texoma Workforce Development Area by providing high quality child care training opportunities that will increase the skill level of all child care professionals;
- ❖ To avoid duplication of training by collaborating with and utilizing other community-based training resources in providing training within the Workforce Development Area;
- ❖ To offer training based on the needs of all eligible participants in the Texoma WDA;
- ❖ To offer a variety of training options in the Texoma WDA;
- ❖ To utilize effective trainers who understand the training needs of adults, and
- ❖ To continually evaluate the training offered to improve the effectiveness of training in the Texoma Workforce Development Area.

1.1 ACTIVITIES AND SERVICES SOLICITED IN THIS RFQ

This Request for Quotes (RFQ) provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information corresponding to this RFQ. The following activity is solicited:

Training topics for teachers of infants, toddlers, preschoolers and school age children in center-based and home day care settings. Director training topics on managing staff, business management and financial planning. All training topics must be 4 hours or less, meet child care licensing requirements for training credit and should meet one or more of the following topic areas:

- child growth and development;
- guidance and discipline;
- age-appropriate curriculum;
- teacher child interaction
- recognizing and preventing shaken baby syndrome;
- preventing sudden infant death syndrome;
- understanding early childhood brain development
- Care of children with special needs;
- Adult and child health and safety
- Risk management;
- Cultural diversity for children and families;
- Professional development (effective communication, time and stress management, etc.)
- Topics relevant to the particular age group the caregiver is assigned (ex: caregivers assigned to infant or toddler groups should receive training on biting and toilet training);
- Planning developmentally appropriate learning activities; and
- Developing and following lesson plans

1.2 LEGISLATIVE AUTHORITY

All contracts funded from this Request for Quotes are subject to the following requirements: the Child Care and Development Block Grant Act (CCDBG), as amended by PRWORA. This contract is entered into under provisions of the federal regulations at 45 Code of Federal Regulations (CFR) Parts 98 and 99, and the state rules at 40 Texas Administrative Code (TAC) Chapter 800, General Administration, and Chapter 809, Child Care and Development. Federal laws and regulations concerning nondiscrimination and equal opportunity; federal labor laws and standards; and plans and policies of the Lower Rio Grande Valley Workforce Development Board.

1.3 RESPONSE DEADLINE

The response deadline is **5:00 P.M. CDST on February 27, 2009.**

The Board will not accept proposals transmitted by facsimile (FAX). Proposals submitted via courier, overnight mail services or email will be considered to be hand-delivered and must be received by the deadline. Receipts for proposals will be furnished upon request.

Proposals received after the deadline will not be accepted.

1.4 FUNDS AVAILABLE

No specific amount of contract award has been prescribed. Actual amount of contract award will be based on the proposed budget, as well as TWDB standards for use of public funds, i.e. that all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories and the amount of funds available. The proposals that are most advantageous to the TWDB in terms of both quality and cost will be recommended.

PART 2.0 SELECTION PROCESS

2.1 QUALIFICATIONS REVIEW PROCESS

1. **Minimum standards of review.** Qualifications must meet the following minimum standards before being considered for funding:
 - a. Submitted by the deadline, and
 - b. Contain all required information.
2. **Evaluation process.** The process for evaluating qualifications submitted in response to this request includes: review, scoring, and selection by the Board.

3. **Evaluation criteria.** The following criteria will be used to evaluate all proposals. *Proposals must score a minimum of 70 to be deemed responsive.*
 - a. **Completeness.** A proposer must comply completely with proposal instructions, including but not limited to required information and page limitations. **10 points**
 - b. **Qualifications.** A proposer must demonstrate qualifications in the form of a resume with references (include contact name and phone number), transcripts from any applicable educational institutions and copies of certifications. Organizations applying must submit resume with minimum qualifications for trainer/s. **20 points**
 - c. **Demonstrated prior effectiveness as a child care trainer.** A proposer must show successful and effective prior experience in training child care providers. Include the dates of the training provided and the organizations for which the training was presented. **20 points**
 - d. **Quality of proposed training topics.** A proposer must provide information on the curriculum and/or reference materials used to develop the training topic/s submitted, types of learning activities presented (group discussion, small group activities, hands-on activities, practical application, etc.) and the expected outcomes of the training session. **25 points**
 - e. **Cost.** A proposer must show that the cost for providing proposed services is necessary, reasonable, and allowable. Review of cost items may include comparison of costs among proposers, comparisons of average costs with previous experience, and a comparison training costs with market prices. Proposals that may rank well against experience and demonstrated effectiveness criteria may not be funded because of unreasonable or excessive costs. **25 points**
4. **Notification, presentations, and protest process.** The Texoma Workforce Development Board will determine the outcome on or about March 15, 2009. Proposers will be notified through an award letter of the final outcome of the proposal review process.

2.2 PROPOSER INQUIRY AND APPEAL PROCESS

The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the State Grantor Agency (Texas Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to, disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The Board would like to have the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protester. The protester should contact Ms. Janie Bates, Executive Director at (903) 957-7408, 5904 Texoma Parkway, Sherman, TX, so that arrangements can be made for a conference between the Board and the protester.

PART 3.0 INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS

3.1 GENERAL INSTRUCTIONS

- A. Proposers must be as responsive as possible to the instructions of this RFQ. Points will be awarded based on the contents of the proposal and no amendment or additions will be accepted after the deadline date. Selection for possible further negotiation is competitive and will depend upon the quality of a proposal.
- B. PROPOSAL LABELING AND SUBMISSION - Proposals must be mailed or hand delivered to the following address:

Rachel Mitchell
Texoma Workforce Development Board
5904 Texoma Parkway
Sherman, TX 75090
Or emailed to: rachel.mitchell@twc.state.tx.us

- C. The Board will select eligible proposer(s) to deliver child care training activities based on criteria outlined in #3. Evaluation Criteria.
- D. Selected trainer(s) will be contacted to negotiate fees or training content, if necessary, and begin delivering training activities as deemed appropriate by the Board.

3.2 SUBMISSION REQUIREMENTS SUMMARY

- 1. Cover Sheet (Attachment A)
- 2. Resume – including educational background, work experience, relevant volunteer experience and 3 references (including contact name, phone number and/or email address)
- 3. Relevant Experience (Attachment B) - include Dates, related Organizations, contact names and phone numbers)
- 4. Proposed Training Sessions (Attachment C) - Training fee should include training rate, cost of training materials, travel, curriculum or other items deemed necessary to present the training. **There is no limit on the number of training sessions submitted for review; however, it is recommended that proposers submit a minimum of 3 training sessions.**
- 5. Required Attachments
 - Attachment A – Cover Sheet
 - Attachment B – Listing of Prior Contracts for Similar Services
 - Attachment C – Proposed Training Session
 - Attachment D - Certification of Bidder
 - Attachment E - Certification Regarding Debarment
 - Attachment F - Certification Regarding Corporate Franchise Tax
 - Attachment G - Certification Regarding Lobbying

PART 4.0 ADMINISTRATIVE REQUIREMENTS

Following are general administrative requirements that apply to all Board grantees/contractors.

1. **Nature of agreement**

The Board grantee/contractor secured from this Request will be considered a subrecipient as defined in the Governor’s Uniform Grant and Contract Management Standards (UGCMS) and the Texas Workforce Commission’s Financial Manual for Grants and Contracts. Board may refer to the agreement between itself and the service organization as a “grant” or “contract”, although it will be understood to be a subgrant for services, and all federal or state requirements applicable to subrecipients will apply to Board grantees/contractors.

2. **Nondiscrimination and Equal Opportunity**

Contractors must conduct all programs in accordance with all applicable rules and regulations issued under these laws. Contractor will not deny benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Contractor will ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

**ATTACHMENT A
PROPOSAL COVER SHEET**

Business/Agency Name: _____

Mailing address: _____

City: _____

State: _____

Physical address: _____

Phone No: _____

Fax Number: _____

Email Address: _____

Proposal contact person: _____

Title: _____

Signature Authority: _____

Title: _____

Phone Number: _____

Signature: _____

Tax/Legal Status: Corporation Sole Ownership Private Profit
 Partnership Other Public Non-Profit

Date Established: _____

Tax ID or Social Security number: _____

**ATTACHMENT B
LISTING OF PRIOR CONTRACTS FOR SIMILAR SERVICES**

NAME: _____

On the following table, list the major contracts or services you or your organization has provided in the past five (5) years for child care providers. Note: The table shown below may be reproduced, as needed, to provide the requested information.

Name of Organization	Dates	Contract Amount	Contact Name	Phone Number	Detail of Services Provided

**Attachment C
Proposed Training Session**

NAME: _____

TRAINING TITLE: _____

MAXIMUM # OF PARTICIPANTS: _____ TRAINING FEE: _____

TRAINING TYPE:

Workshop Duration: _____ hours

Will you secure CEU credit for this training? • Yes • No

If yes, name of institution providing credit: _____

TOPIC AREAS (check all boxes that are applicable):

- | | |
|---|--|
| <input type="checkbox"/> child growth and development; | <input type="checkbox"/> Care of children with special needs; |
| <input type="checkbox"/> guidance and discipline; | <input type="checkbox"/> Adult and child health and safety |
| <input type="checkbox"/> age-appropriate curriculum & lesson planning; | <input type="checkbox"/> Risk management; |
| <input type="checkbox"/> teacher child interaction | <input type="checkbox"/> Cultural diversity for children and families; |
| <input type="checkbox"/> recognizing and preventing shaken baby syndrome; | <input type="checkbox"/> Professional development |
| <input type="checkbox"/> preventing sudden infant death syndrome; | <input type="checkbox"/> Topics relevant to the particular age group |
| <input type="checkbox"/> understanding early childhood brain development | <input type="checkbox"/> Planning developmentally appropriate learning activities; |

TARGET AUDIENCE (check all boxes that are applicable):

- Child Care Center Staff Teachers Directors Support staff
 Registered Family Homes Licensed Family Homes

DESCRIPTION OF CURRICULUM OR REFERENCE MATERIALS USED TO DEVELOP TRAINING:

DESCRIPTION OF TYPES OF LEARNING ACTIVITIES:

Attachment C
Proposed Training Session - Continued

NAME: _____

DESCRIPTION OF TRAINING:

EXPECTED OUTCOMES:

Note: attach samples of handouts, etc. to Attachment C

**ATTACHMENT D
CERTIFICATION OF BIDDER**

I hereby certify that the information contained in this proposal and any attachment is true and correct and may be viewed as an accurate representation of the proposed services to be provided by this organization. I certify that no employee, board member, or agent of the Board has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFQ and that this organization will comply with the procurement standards applicable under this RFQ, and any other applicable local, state, and federal regulations and policies. I also certify that I have read and understand the Governing Provisions and Limitations" and "Assurances and Certifications" sections presented in this RFQ and will comply with the terms, thereof, and the Board is authorized to verify references and stated performance data and to conduct credit and criminal background checks if needed, and furthermore, that:

I, _____, am the _____
(Authorized Signatory) (Title)

of _____ corporation, partnership, association, public agency or other entity named as Bidder and Respondent herein and that I am legally authorized to sign this proposal and submit to Lower Rio Grande Valley Workforce Development Board on behalf of said organization by authority of its governing body.

ATTEST:

(Respondent's Signature)

(Witness's Signature)

(Print or type name)

(Print or type name)

(Title)

(Title)

Date

Date

Subscribed and sworn to before me this _____ day of _____, 2006, in _____ County, State of Texas.

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

Date Commission Expires: _____

ATTACHMENT E
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and 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 contract 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 (federal, State or local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

ATTACHMENT F
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer 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.

Indicate the certification that applies to your corporation:

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

_____ The corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name and Title of Authorized Representative

Signature

**ATTACHMENT G
CERTIFICATION REGARDING LOBBYING**

This certification is required by the Federal Regulations Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies to the best of his/her knowledge and belief, 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 Congress, or an employee or a Member of Congress in connection with the awarding 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 a 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, and or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Name of Organization/Firm

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative