

Workforce Solutions of West Central Texas 2020 Child Care RFP Questions and Answers

RFP SECTION	RFP PAGE	QUESTION AND ANSWER
General		<p>Please provide scorings for the last RFP for The Operation and Management of the Workforce Solutions of West Central Texas Child Care Services (CSS) System.</p> <p><i>The summary scoring information from the prior procurement is provided as a separate attachment.</i></p>
Section II.P. Appendix J	26 65	<p>To maintain consideration of the current staffing and stay within the suggested guidelines of Page 25, Section II, P. Administrative Requirements and Procedures, 2. and Page 64, Appendix J, Budget Information: Please provide the travel, advancement/promotion policies, and if any additional services are provided by the current staff.</p> <p><i>Travel budget for FY20 for both in region and out of region travel totaled \$12,000. Total expenditures were approximately \$5,600.</i></p> <p><i>Advancement/promotion policies: As it relates to advancement/promotion policies, the CCS contractor's employee handbook states that employees must apply for vacancies using the company's Internal Applicant process. Consideration will first be given to current employees. All promotions must occur through the Internal Applicant process.</i></p> <p><i>Additional services – direct child care services are the only services provided by the CCS contractor.</i></p>
Appendix J	65	<p>In reference to Page 64, Appendix J, Budget Information, Current Staffing: Please provide the resumes of each of the employees housed at and in the Abilene office of the Workforce Solutions of West Central Texas.</p> <p><i>Resumes are only available for key management staff. Due to the confidential information contained on the resumes, this information will not be posted to the website, but will be sent to parties who submitted letters of intent via separate email.</i></p>
General Question		<p>Please provide the job descriptions of each of the employees housed at and in the Abilene office of the Workforce Solutions of West Central Texas.</p> <p><i>The Board is providing detailed job descriptions for key management staff and brief job descriptions for all CCS positions. Those job descriptions are included as a separate attachment.</i></p>
General Question		<p>Please list all primary locations currently in service area.</p> <p><i>Workforce Solutions of West Central Texas currently has office locations in Abilene, Sweetwater, Snyder, Brownwood and Eastland. All CCS staff are located in the Board's primary office location in Abilene.</i></p>

Workforce Solutions of West Central Texas 2020 Child Care RFP Questions and Answers

General Question		<p>Is staff required to stay in Abilene or split among satellite offices?</p> <p><i>Staff are required to be housed in the Board’s primary office location in Abilene, with travel to the Board’s other office locations as needed. Since the CCS program is designed to operate without in-person contact, there have never been travel costs associated with staff travel to other Board office locations.</i></p>
General Question		<p>Please list where current staff is currently housed and/or operate out of.</p> <p><i>All CCS staff are housed and operate out of the Board’s primary office location in Abilene.</i></p>
General Question		<p>Please provide travel schedule of staff within the service area.</p> <p><i>There is no set travel schedule for staff within the service area. The only staff who travel are the Child Development Specialist (to provide technical assistance to child care providers on an as-needed basis), and finance staff to verify relative care at approximately 6-10 homes once annually. All of these activities have been suspended due to COVID-19. Costs associated with in region travel from October 2019 – April 2020 for CCS contractor staff was approximately \$1,300.00.</i></p>
General Question		<p>Please provide the current travel budget.</p> <p><i>Funds budgeted by the current CCS contractor for travel within the service area for FY20 was \$5,500.</i></p>
General Question		<p>Please provide information and/or schedule of delivery of services in outlying service area.</p> <p><i>All child care services are delivered primarily via telephone to all CCS clients in the Board’s nineteen county Service Delivery Area. There is no schedule for delivery of services in our outlying service area.</i></p>

Workforce Solutions of West Central Texas 2020 Child Care RFP Questions and Answers

General Question		<p>Please provide a breakdown of number of clients in each source of funding.</p> <p><i>For the month of September 2020 (as of 10/1/2020):</i></p> <ul style="list-style-type: none"> • <i>Choices – 34</i> • <i>Low Income – 1224</i> • <i>DFPS General Protective – 43</i> • <i>DFPS Foster Care IV-E – 27</i> • <i>DFPS Foster Care Not IV-E – 23</i> • <i>DFPS Relative/Other Caregiver – 24</i> • <i>Former DFPS – 68</i> • <i>Homeless – 53</i> • <i>Total - 1464</i>
General Question		<p>Please provide a glossary of terms and acronyms.</p> <p><i>Essential Definitions related to the Child Care Services program can be found in the Texas Workforce Commission’s Child Care Services Guide, Part A-100.</i></p>
General Question		<p>Are letters of support necessary and/or encouraged? Will they be considered and/or application penalized?</p> <p><i>Letters of support are not necessary or encouraged. They will not be considered in the evaluation process.</i></p>
Section II.C.3.		<p>Please identify Local Match as discussed on Page 10, Section II: General Information and Instructions for Submitting a Proposal, C. Activities and Services Requested, 3. Local Match, of the RFP.</p> <p><i>Board staff identify and develop local match partnerships/agreements. There is no requirement on the part of the proposer/contractor to develop match partnerships/agreements.</i></p>
General Question		<p>How many match contracts do you currently have and the names of the contracts.</p> <p><i>Board staff identify and develop local match partnerships/agreements. There is no requirement on the part of the proposer/contractor to develop match partnerships/agreements.</i></p>

Workforce Solutions of West Central Texas 2020 Child Care RFP Questions and Answers

General Question		<p>Is the CCS contractor required to develop or seek any local match? What is used for local match now? Is local match blended into the operational budget?</p> <p><i>Board staff identify and develop local match partnerships/agreements. There is no requirement on the part of the proposer/contractor to develop match partnerships/agreements. Local match is currently only used to provide direct child care services and is included in the allocation given to the CCS contractor to provide direct care.</i></p>
Section II.F.	16	<p>Does the CCS contractor need an operational line of credit?</p> <p><i>The Board intends to use a cost reimbursement contract, which means the contractor will be reimbursed based on verified, accrued expenditures and/or paid expenditures. The determination of the need for a line of credit is at the sole discretion of the selected entity.</i></p>
Section II.E.	15	<p>Page 14, Section I, Introduction, E. Funding: Please clarify 5% administrative costs and 10% profit.</p> <p><i>We are unable to identify any language in the RFP related to this question.</i></p>
Section II.E.	15	<p>Is a non-profit allowed to write in administrative cost and a management fee?</p> <p><i>Management fees (or overhead) are an allowable cost and are only available as a budget item for a for-profit organization.</i></p>
Section I.M.	22	<p>Page 22, Section I, Introduction, M. Proposal Evaluation: Please clarify “admin/ops fee”.</p> <p><i>Board staff cannot identify the term “admin/ops fee” in the location indicated; however, in general, the term “admin/ops fee” refers to the administrative and operational costs associated with running the CCS program.</i></p>
General Question		<p>The RFP states that the application is allowed 65 pages. However, later it is stated that applications exceeding 50 pages will not be reviewed. What is the actual number of allowed pages, excluding attachments?</p> <p><i>The actual number of pages, excluding attachments, is 65 pages.</i></p>
General Question		<p>The RFP state on page 22 the board intends to make the selection on Wednesday, June 19, 2019?</p> <p><i>The Board intends to make their selection on Wednesday, November 18, 2020.</i></p>
General Question		<p>Is the issuance of this CCS RFP in the normal rotation of the procurement cycle?</p> <p><i>No, the Board’s current Child Care contractor has chosen not to renew their contract with the Board and will exit as of December 31, 2020.</i></p>

Workforce Solutions of West Central Texas 2020 Child Care RFP Questions and Answers

General Question		Who is the current contractor for Child Care Services? <i>Child Care Associates is the current CCS contractor.</i>
General Question		Who is the current contractor for Workforce Services? <i>CECT Workforce Solutions, LLC is the current Workforce Services contractor.</i>
General Question		Can we be provided the current organizational chart? <i>A copy of the current organizational chart is included as a separate attachment.</i>
Section P.2.	26	With the request in the proposal (Page 26 Section P.2.) to give current staff consideration for employment, will the board/current contractor provide performance review summaries of current staff? <i>The Board does not have access to this information currently. This information may be requested from the current contractor by the selected entity, but there is no requirement for the contractor to provide that information.</i>
General Question		Can you please share the operations budget? <i>Due to the confidential nature of this information, the budget submitted by the current contractor for the FY21 fiscal year will not be posted to the website, but will be provided to parties who submitted letters of intent via email.</i>
General Question		Does the board pay or the contractor pay the provider payments? <i>Currently, the CCS Contractor makes payments to the providers on a reimbursement basis.</i>
General Question		What is the current e-filing system? <i>The current e-filing system used by all Board contractors is DocuBase. The Board has recently procured Laserfiche as the new e-filing system to be used by all contractors, with implementation anticipated in January 2021.</i>
General Question		If the contractor pays the reimbursements to the providers, what is the current pay schedule? <i>The current pay schedule is the 5th of the month for claims for the 1st - 15th of the previous month; payments are made on the 20th of the month for claims for the 16th - 30th of the previous month, or for the entire previous month if the provider has chosen to be paid once montly.</i>

Workforce Solutions of West Central Texas 2020 Child Care RFP Questions and Answers

General Question		<p>What amounts in any disallowed costs have been paid either by board or contractor in the last three (3) years?</p> <p><i>The Board has incurred no disallowed costs related to the Child Care Program in the last three years.</i></p> <p><i>The CCS contractor has incurred a total of \$225.52 in direct care disallowed costs over the past three years.</i></p> <p><i>The CCS contractor has incurred a total of \$601.92 in disallowed costs related to CCS admin/operations for West Central in the past three years.</i></p>
General Question		<p>What are the monitoring areas of concern by the board or other oversight authorities, such as TWC, DOL?</p> <p><i>No areas of concern have been identified by either internal Board monitoring or other oversight authorities related to the CCS program.</i></p>
General Question		<p>Are there any developing trends from the board monitoring?</p> <p><i>There are no developing trends identified from program monitoring conducted on behalf of the Board.</i></p>
General Question		<p>Is the board from TWC or contractor from Board under any current or anticipated TAPs, CAPs, PIPs for child care performance, QA, or expenditures?</p> <p><i>The current contractor is not under any current or anticipated TAP, CAP, PIP for child care performance, QA, or expenditures with the West Central Board.</i></p>
General Question		<p>With the proposed funds/budget of \$9,287,606 for FY2021, and the request for a 9-month budget, from January 1, 2021 to September 30, 2021, do you want the bidders budget to represent 75% of the total FY2021 budget?</p> <p><i>Yes.</i></p>
General Question		<p>Can the bidder propose for all the TRS and Quality Improvement Activities that the board currently administers?</p> <p><i>TRS mentor and assessor staff, and all activities associated with Texas Rising Star, are conducted by Board staff and are not included in this RFP. Board staff currently implement the 2% Quality Improvement Activities and would be open to proposals that include the operations of such activities by the proposer.</i></p>

Workforce Solutions of West Central Texas 2020 Child Care RFP Questions and Answers

General Question		<p>Will you provide examples of the board profit performance measures?</p> <p><i>The current CCS contractor is a non-profit agency that is not eligible for profit. However, the Board anticipates profit that may be negotiated with future contractors to be based on meeting performance between 95% and 105% of TWC's performance target without being overspent, expanding access to care through increasing the number of contracted providers, type of care and location of care, and active engagement with other early childhood providers. Additional profit criteria would be negotiated in the event the selected entity was also responsible for any quality activities.</i></p>
General Question		<p>What is the current profit payout schedule with the contractor? Monthly, Quarterly, or Annual?</p> <p><i>The current CCS contractor is a non-profit agency that is paid indirect costs on a monthly basis.</i></p>