

WFSMRG Board Questions from Bidder's Meeting - 5/26/2023

Oral Questions:

Question #1: (Kids Are First, Aniceto Colunga) - *It mentions that there is a list of employees that you are recommending for consideration. Do we get a list of the names of the employees, positions etc.?*

WFSMRG Response: *(reference RFP-2, page 22, 5. Transition, e:*

Successful bidder will receive the names of the current contractor employee names, the positions, job descriptions, current salaries, pay grades for all those employees who wish to be considered for employment by the new contractor.

Question #2 (Kids Are First, Aniceto Colunga) - *The same thing is true with the providers, the collaborators that is part of the whole system?*

WFSMRG Response: *(reference RFP-2, page 22, 5. Transition, d:*

Successful bidder will receive all information such as provider agreements necessary to continue the payments for eligible children as well as all contact information and data necessary to have a seamless continuation of child care services through the providers.

Question #3 (Kids Are First, Aniceto Colunga) - *The RFP mentions that we can pick up TWC guidelines and procedures, doesn't say where and when.*

WFSMRG Response: *(reference RFP-2, page 12, 2. Proposer Competency:*

A copy of the statutes, regulations, rules and policies from the U.S. Department of Health and Human Services' web page at <http://www.acf.hhs.gov/>

Pertinent statutes and regulations may be found through the Texas Workforce Commission web page at <http://www.twc.state.tx.us> All TWC guideline and procedures can be downloaded including Workforce Development letters (WD letters) that cite required state and federal guidelines, policy, and procedures.

Additional information about the Board may be obtained through the Board's web page at www.wfsmrg.org

Question #4 (Kids Are First, Aniceto Colunga) – *There is a word that mentions “collateral”, can you define what that means?*

WFSMRG Response: *(reference Merriam Webster's Collegiate Dictionary, Tenth Edition, page 224:*

In the context of the RFP, the word Collateral refers to 4a: of relating to, or being collateral used as security (as for payment of a debt or performance of a contract. For the RFP it means that the bidder has enough collateral that it can mitigate a transition period until the cash flows to the Contractor for incurred expenses.

Question #5 (Kids Are First, Aniceto Colunga) - You mention this is a total reimbursement, are reimbursable programs basically anyone who applies must have funds to operate a minimum of one month, correct?

WFSMRG Response:

The Board staff and the Fiscal Agent MRGDC would at the negotiation stage of awarding the contract develop the procedures that would allow the Contractor to use MIP and Microix to obligate funds for participant costs, payrolls (participants and employees), ITA's, day care provider costs, and overhead costs which would be paid directly to the payees. All those items for other expenses would need to be procured as per the TWC Financial Management Guidelines. This should minimize the Contractor requiring to have at a minimum of one month's cash at the start of the contract.

Question #6 (Kids Are First, Aniceto Colunga) – There is also a very specific that you have to operate from certain offices I believe it says Uvalde being one, Maverick and Del Rio correct? So those offices are pretty much, anybody who applies has to be in those locations? Officed in those locations, correct?

WFSMRG Response: (reference RFP page 17, 7)

The Uvalde, Maverick, and Val Verde Onestop Workforce Centers serve the majority of the families who access child care services and therefore the successful bidder should headquarter at least one full-time child care case manager at each of these three major centers. For those counties that do not have CCS staff, clients can call the toll-free number to receive services or receive services at one of the Onestop Workforce Centers listed above. Administration should be centralized.

Question #7 (Kids Are First, Aniceto Colunga) - If you do decide to embed the staff within the Texas Workforce offices, is that going to be shared space? Do you have to pay for those spaces? So, in other words consider things like operating costs that you are going to have to pay for rented space or whatever you are using?

WFSMRG Response: (reference RFP page 17, 7)

The WFSMRGB leases all the One-Stop Center space and manages those leases except for the overhead costs which should be included in the appropriate line items within the Bidder's proposed Operational Budget. Space is not to be budgeted by the Bidder(s).

Question #8 (Kids Are First, Aniceto Colunga) – It mentions insurances are all of those in your policy and procedures and the TWC Guidelines? As far as for the limits, which insurance if any that you have for the funding application?

WFSMRG Response: (reference RFP APPENDIX D)

In APPENDIX D Cost Category Insurance asks for a list of insurance and costs separately. Currently premises liability, errors and omissions, are covered under existing contracts with TML. The health insurance, dental insurance, workers compensation, retirement system are all included in the fringe rate under the MRGDC Employer of Record and separately included under D. We can provide the historical expense for the current Contractor cost to cover the required insurance under this line item. Send WFSMRGB Marisa Cervantes a request for this item if required. Or if the bidder opts to have its own insurance provider this item can be negotiated with the successful bidder.

Question #9 (Kids Are First, Aniceto Colunga) – You integrated a part of your TWIST system, your computer network, and your state computer network. Are, there any startup costs for you to build the local infrastructure or is that part of the transition to the new grantee?

WFSMRG Response: (reference IT staffing with Fiscal Agent

The total cost of the accounting for all workforce funds is assessed as a Fiscal Entity Fee to the Contractor of Child Care Services. That includes two FTE; IT Supervisor (\$50,000) and an IT Technician (\$34,918) to be allocated to the cost benefit directly chargeable to the overall widearea network and the equipment and all devices needed to manage the principal data base (s), TWIST, MIP, Microix, WIT, all applications that support email, Google, Shared Drives, and any Microsoft Suite or applications needed to track all receivables and payables. The network platform is established so there would not be any transition costs to the Contractor except to get the PII forms established and set up for every new or previous employee of the Contractor. The Fiscal Entity Fee includes an allocation for equipment setup and maintenance proportional to time spent between the Child Care Contractor staff, the Workforce One-Stop Center Contractor, and the WFSMRG Board operations. The CC Contractor, WF One-Stop, and Board fund their proportion share of the fringe rate and the travel budget. Replacement of Equipment for repairs or new equipment should be budgeted under Other Non-Personnel Costs under the total Allocation of \$883,924 for Child Care Services Operations as listed on page 9 of RFP and Cost Categories in APPENDIX D and Appendix D-1 Budget Forms.

Question #10 (Henry Castillo) – Is the bidder required to repeat question in the proposal narrative? I ask that because the questions on the RFP alone take up 6 pages. If we are required to repeat the questions That if can be resolved in 59 pages. Will the board be willing to consider extending it to 65 pages?

WFSMRG Response:

In consideration of the required questions before each bidder's response, each bidder can exceed the proposal narrative by up to 6 additional pages or a maximum of 65 pages.

Question #11 (Henry Castillo) – In item 3 the administrator requirements and procedures question on page 17 it states that the successful proposal will be required to maintain automated records, customer activity, financial management, proper procurement as policy and procedures, internal and external, evaluation and performance. Does this refer, at least as part of TWIST on the customer activities, or does the Board utilize another system and if so what is that system?

WFSMRG Response: (reference RFP, page 17

As described in Question #9 above all applications are linked to TWC for client management and the financial management is through MIP and Microix that will be accessible and used by Child Care Contractor and the operation of the required applications required of the Contractor. Should the Contractor desire to use any other system to improve on customer service or capacity of the staff to be able to enhance the automation of records pertaining to customer activity, financial management, property, procurement, plans, policies and procedures, internal and external evaluation and performance the WFSMRGB would allow those as long as the principal data bases are used by the Contractor.

Question #12 (Henry Castillo) – *If I can ask a follow up to that so in regard to the system management system does the board have a system separate from TWIST? I know you mentioned earlier that it has a subcontractor to process payments. Is that something they maintain, or will the bidder need to have some type of system in place?*

WFSMRG Response:(reference RFP, page 9)

TWIST verifies payments earned by child care customers at the approved TRS reimbursement rate unique to the day care provider and the Board pays a fee for the accounts payable and receivable for both the Child Care Contractor and Board. The fee is an expense of the Contractor to be paid out of the \$883,924 Operations budget as includes in Appendix D-1 under non-Personnel Cost Category.

Question #11 (Henry Castillo) – *Another follow up on the rest of it, the property procurement plan, policy and procedures, evaluation internal and external. Where we currently operate the Board has a shared drive that is accessible to board staff and contractor staff. We utilize that as basically securing all that information. It is a protective system. So, is that something that the Board has available, like a separate shared drive where that information can be retained or would the provider be able to have their own system in place?*

WFSMRG Response

The WFSMRGB has established shared drives that can allow access by both Child Care Contractor, the Fiscal Agent MRGDC, and the Board for such items like Board Policies and Contractor Procedures, contracts, reports, and any and all information related to the child care funds. If the successful bidder desires a shared drive between the Board and the Contractor that can be discussed at the negotiation meeting.

Question #12 (Henry Castillo) – *I have a couple of follow up questions that were asked earlier. The Board has a subcontractor or fiscal agent that processes the payments to the providers, but the contractor is responsible for the funds, the subcontractor processes the payments based on the information provided from the contractor and then the contractor after those payments is made are reimbursed for the actual payment so they can charge that against their budget. Is that correct?*

WFSMRG Response

The current Child Care Contractor MRGDC, also handles under an MRGDC Controller all revenues and expenditures as a subrecipient of all funds for the WFSMRGB. As discussed at the 2nd Bidders Conference on May 26, 2023, the successful bidder will originate all requisitions to be approved a purchase order by the Controller. The Board monitors and oversees all transactions through the Board Accountant and the two Senior Contract Managers who report to the Executive Director. Before any good or service can be obligated it must be determined to be cost reasonable, allocable, and procured under the FMGC subject to monitoring by TWC's Subrecipient Annual Monitoring review. The majority of the payments are made directly to the payroll recipient, the vendors, participant costs, training costs, and the cost categories as listed under Appendix D-1 detailed budget description. The proposed three budget segments listed on page 9 are the limits until and or unless additional funding amends the original budget limits.

Question #13 (Henry Castillo) – *There was reference to startup costs that is required of the contractor.*

But it was mentioned that the startup costs about the contractor being responsible and having staff that handles any IT issues. Did I understand that correctly?

WFSMRG Response

After the contract is awarded for up to four years renewable annually after evaluation of contract performance, the successful bidder will incur only those costs to bring their management team to agree to the final contract terms. After the contract is let, all operational costs, direct care, and the Texas Department of Family & Protective Services will be paid by the Fiscal Agent subject to the approval of the Child Care Contractor's authorized budget. The Board's Child Care Director is the last signature before a consideration for a purchase order to be issued. IT issues are handled on a ticket system for repair and maintenance as well as maintaining security of all date systems by the two IT FTE's described in Question #9 above.

Question #14 (Henry Castillo) – *Does the Board have IT staff that is involved at all in the IT needs of the contractor staff?*

WFSMRG Response

See Question #9 and #13 on access to IT solutions for the Child Care Contractor.

Question #15 (Henry Castillo) – *Does the Board provide required equipment or is that the responsibility of the contractor?*

WFSMRG Response

The budget for the previous contractor has purchased equipment to be used/transferred to the successful bidder and any new equipment or the maintenance/and or replacement should be funded by the annual operator's budget.

Question #16 (Kids Are First, Aniceto Colunga) – *On the shared staff that you mentioned, how does that get cost allocated? Between the contractor and the Board?*

WFSMRG Response

The shared IT staff gets paid by the Fiscal Agent by assessing a Fiscal Entity Fee to pay for the actual cost of the salaries and fringe, related travel to four payees, the WFSMRGB, the Child Care Contractor, the One-Stop Center Contractor, and Non-Workforce MRGDC Program Funds (Homeland Security, 911, 211, Area Agency on Aging, and Others). All equipment purchases are cost allocated for the cost objective for which the equipment will be used.

Bidder should take the proposed gross salaries and multiply times 6.84% for this line item that covers all the Fiscal Agent's fiscal fee for processing all accounts payable, procurement, and reporting to successful contractor. It includes the IT support and the accounting for the transactions of the contractor.

Question #17 (Henry Castillo) – *On the cost allocation for the purpose of the budgeting should bidders look at or consider a certain percentage when doing the budgets say 40%, 50%, 60% or something like that?*

WFSMRG Response

Every purchase or line item expenditure is direct charged to the grant that benefits from that purchase and is only allocated proportional to the benefit derived to a cost category in the three budgets listed on page 9 of the RFP.

Question #18 (Kids Are First, Aniceto Colunga) – *You mentioned TWIST was in the process of getting revised or going to a new system. During the process if this happens during the time that the contractors are preparing for that transitional period. Will they transition to a new system or are they going to start with TWIST and then transition?*

WFSMRG Response

The WFSMRGB understands that there is a tentative roll out schedule in September of 2023 and we understand that Train-the-Trainer sessions will be provided to the Board for a smooth and seamless transition. We participated in the last major transition as one of the pilots so we will have a redundant process so that we have no data loss and/or access to data necessary to operate the program and financial processes.

Question #19 (Kids Are First, Aniceto Colunga) – *In the original RFP which you anticipated finalizing the contracts in June. The startup date for the service is for October. You are still anticipating an October 1st startup date?*

WFSMRG Response

In order to extend the response by bidders by one month, the WFSMRGB through contracted External Readers still award the up to 4-year Child Care Contractor contract at the August WFBMRGB regular Bi-Monthly meeting August 10, 2023 with a contract start date of October 1, 2023 for FY2024 ending September 30, 2024.

Question #20 (Kids Are First, Aniceto Colunga) – *We are required to maintain an inventory as a contractor of all equipment that even though it is purchased by TWC?*

WFSMRG Response

The fixed assets purchased and used by the Child Care Contractor list is booked by the Fiscal Agent MRGDC, however all equipment is issued under Fiscal Procedures to each user and tracked for assignment and at exit accounted for and returned. The disposition of taking fully depreciated equipment is managed by the IT staff. All assets purchased with TWC grants are tracked and disposed of according to the required accounting policies. The WFSMRGB retains and oversees all assets issued to any contractor and any new contractor will be transferred equipment necessary for child care operations.

Question #21 (Henry Castillo) – *If it will be helpful to submit the two questions I have in writing?*

WFSMRG Response

Yes. The written questions will be responded to as received by 9:00 a.m. on May 26, 2023 and the written questions, if significantly different from the oral 2nd Bidders Conference as transcribed will be responded within this document of Responses by the WFSMRGB.

Written Questions:

1. Is bidder required to repeat question in the Proposal Narrative? Since the Proposal Narrative questions alone takes up 6 pages in the RFP, this will limit actual responses to 59 pages. Will Board consider expanding the 65-page narrative limit to accommodate listing of questions?

WFSMRGB Response

Bidder may add up to six (6) pages and allow up to seventy-one (71) pages of Narrative to include 6 pages of questions.

2. Item #3 in the Administrative Requirements and Procedures section (page 17) states, “The successful proposer will be required to maintain automated records of customer activity, financial management, property, procurement, plans, policies and procedures, internal and external evaluations and performance.” Does this refer to TWIST or does the Board utilize another system and, if so, what is that system?

WFSMRGB Response

The successful Bidder will use the TWC TWIST until it is replaced and all data to be developed during the contract period belong to the Board as per the records retention federal guidelines. If there should be a transition to another contractor all automated records and files would be turned over to the Board for continuity of service to customers. The equipment and applications do allow applications that manage and receive policies and procedures in shared drives and all financial records would follow the same record retention and transfer requirements.

3. There appears to be an error in the Proposal Deadline and Submission section on page 9 which states that proposals must be received no later than 12:00 p.m., Friday, May 19, 2023. Page 1 of the RFP and the Procurement Timeline section on page 9 show proposal responses are due by 12:00 p.m., June 19, 2023. Please confirm the June 19, 2023, due date.

WFSMRGB Response

Board staff failed to modify this date from #27-RFP-10-23. The updated #27-RFP-10-23-2 correctly specifies “proposal responses are due by 12:00 p.m., June 19, 2023 .

4. There are several references to Board policies, including in the Program Design section. Can Board provide copies of relevant Board policies for CCS?

WFSMRGB Response

Relevant CCS Board Policies will be posted on the wfsmrg.org website.

5. Regarding a Transition Budget, #2 under Cost Effectiveness states, “Identify only management costs (not frontline level costs) associated with the transition period”. Please explain.

WFSMRGB Response

During the contract negotiation phase before October 1, 2023 successful bidder should provide its own management costs and after October 1, 2023 the approved contractor budget will cover all setup expenses

6. On the second page of Appendix D, the Indirect Costs/Management Fees section states, “Indirect is only available to for-profit entities.” Should that read, “only available for non-profit entities”?

WFSMRGB Response

That is correct it should read “only available for non-profit entities”.

7. What amount/percentage limit is set for indirect/management fee?

WFSMRGB Response

Indirect/management fee is not capped but has to be reasonable to attain the child care performance.

8. What amount/percentage limit is set for profit?

WFSMRGB Response

Currently the non-profit contractor does not charge a profit. That can be proposed in the context of delivering the child care performance measures.

9. Can the Board provide a copy of the CCS organizational chart identifying current staff and management by location?

WFSMRGB Response

Eagle Pass Workforce Center – 2 CC Case Managers

Uvalde Workforce Center - 2 CC Case Managers; 1 CC Services Coordinator

Val Verde Workforce Center - 2CC Case Managers; 1 CC Client Services Manager

10. Can the Board provide a list of staff titles and salary ranges?

WFSMRGB Response

Child Care Services Coordinator - \$46,196

Client Care Services Manager - \$44,187

Child Care Case Manager II - \$26,072/\$27,321

11. Can Board provide job descriptions for current staff and management?

WFSMRGB Response

Yes, the job descriptions for the case manager, program manager, and program coordinator will be posted on the web site.

12. Should bidders develop a budget based on Fiscal Year 2023 Child Care Provider Reimbursement Rates (Effective October 1, 2022, published in WD Letter 22-22? If not, can Board provide anticipated Reimbursement Rates for FY 2024?

WFSMRGB Response

Budget should be developed using current rates. Board does not have anticipated reimbursement rates for FY 2024.

13. Is CCS staff officed within existing One-Stop Career Centers?

WFSMRGB Response

Yes, see Question 9 above.

14. Does the Board cover CCS space/facilities costs or does bidder need to budget costs?
WFSMRGB Response
WFS Board covers all lease costs for One-Stop Centers but contractor pays for cost allocation of overhead costs.
15. Does the Board provide all the equipment necessary for operation of Child Care Services operations? Are there any associated costs that bidders need to incorporate into proposed budgets?
WFSMRGB Response
WFS Board has inventory of equipment and furniture assigned to each individual cc staff member. Successful bidder needs to budget utilities and other cost categories in their proposed budget Appendix D-1 Budget Forms.
16. Besides TWIST and PIRTS, what other software/systems is the contractor required to use and are those costs covered by the Board?
WFSMRGB Response
TWIST and PIRTS are the only software/systems besides e-mail and Office 365.
17. Are there any state-imposed Technical Assistance Plans or Corrective Action Plans, currently, for this Board area?
WFSMRGB Response
There are no state-imposed Technical Assistance Plans or Corrective Action Plans, currently, for this Board area.
18. To what extent will there be a transition budget available?
WFSMRGB Response
There is no transition budget available and every cost category included in Appendix D-1 Budget Forms will fund operation of child care services contractor on or after October 1, 2023 through September 30, 2024, the first of a potential four (4) year contract.
19. Can individual section narrative page limits be exceeded if total 65-page narrative limit is not exceeded?
WFSMRGB Response
Refer to Question 1 Board Answer.
20. Is there an option to submit proposal electronically via email or secure portal? If so, are hard copies still required?
WFSMRGB Response
Page 10 specifies that each Bidder provide an electronic copy of their proposal narrative and budget forms on a USB or other acceptable external device. Hard copies are required for the readers to be mailed proposals and for their ability to conduct a speedy review.
21. If hard copies are still required, is there a preference for USB/flash drive that is to be submitted?
WFSMRGB Response
There is no preference for a USB/flash drive except that USB/flash drive must be able to read the entire proposal on a desktop or laptop.

22. #27-RFP-10-23-2 for “the Operation and Management of Workforce Solutions Middle Rio Grande Child care Services (CCS) System” and #27-RFP-10-23 also for “the Operation and Management of Workforce Solutions Middle Rio Grande Child Care Services (CCS) System”. We are confused by the similarities between the two RFPs. Can you please provide the following clarifications?

WFSMRGB Response

Below in blue text are responses:

- a. Is the Full WFSMRG Board aware of the New RFP (#27-RFP-10-23-2)?

The WFSMRGB Executive Committee and full Board approved the Action Item on April 9, 2023, to authorize the release of the Request for Proposal for the Child Care Services contract for the period October 1, 2023 through September 30, 2026.

Once the Executive Director was given this authority to issue an RFP, the Board Office officially published #27-RFP-10-23 on April 19, 2023. On May 19, 2023 an updated #27-RFP-10-23-2 was published with a new RFP deadline of June 19, 2023.

The first RFP was made available to all potential bidders and all known bidders were notified of the updated RFP-2.

- b. Why was the original #27-RFP-10-23 changed?

The updated RFP-2 was administratively extended an additional 30 days as it had notified the WFSMRG Board at its April 9, 2023, that “Note: Dates are subject to change.”

- c. What changes were made to the original #27-RFP-10-23?

Minor changes were made to clarify ATTACHMENTS, APPENDIX, and clarify the language for evaluations, monitoring, and descriptions asked within the questions asked in the narrative.

- d. Will the Full WFSMRG Board be provided a copy of all questions/answers (QA) of the original and new RFP?

Under Article XVIII Staff of the Corporate By-Laws of the Middle Rio Grande Workforce Board hires an Executive Director that in general supervises and controls the business affairs of the corporation. All questions/answers (QA) of the original and the updated RFP are a part of the public domain and are available to all Board members who may want a copy.

- e. Was the original #27-RFP-10-23 officially **cancelled** by the WFSMRG Board?

The original #27-RFP-10-23 was not officially cancelled by the WFSMRGB. RFP-2 provided a new calendar for submission and provided updates to the original RFP.

- i. If so, where can we obtain a copy of the public notice of the cancellation?

There is no copy of a public notice of the cancellation as there was no cancellation.

- ii. If not, how will the WFSMRG Board consider proposals submitted under the original #27-RFP-10-23 as compared to ones now being submitted to the new #27-RFP-10-23-2, (e.g., does one RFP take priority over the other)?

The Board will consider all proposals reviewed by the Board office staff and its contracted Readers in a fair and open competition according to rules in the FMGC. RFP-2 replaced the original RFP document with an extension dates on bid response and minor updates to the original.

- f. Does the new #27-RFP-10-23-2 **replace** the original?

Yes, RFP-2 replaced the original RFP document with a new calendar and minor updates.

- i. If so, where can we obtain a copy of the WFSMRG Board's approval for the replacement RFP?

There is no required approval of the WFSMRG Board as they provide their Executive Director with the authority to change dates, if necessary.

- ii. If not, how will the WFSMRG Board consider proposals submitted under original #27-RFP-10-23 as compared to ones now being submitted under the new #27-RFP-10-23-2, (e.g., does one RFP take priority over the other)?

The evaluation of each proposal will be submitted to the Board members and they will determine who the successful bidder will be upon receipt of the process that complies with a fair and open competition under the rules of the FMGC.

- g. Is the new #27-RFP-10-23-2 a **revision/update** to the original?

See answer f. above.

- i. If so, where can we obtain a copy of the WFSMRG Board's decision to revise the RFP?

See answer d. above.

- ii. If so, do the answers provided under the previous Q&As for the original #27-RFP-10-23 also apply to the new #27-RFP-10-23-2? (Note – Page 10, Bidder's Conference, states that "the first Bidder's Q&A are posted on the Board's website as of May 4, 2023, and the final Q&A will be posted by May 31, 2023".)

All questions have been answered that were received by the WFSMRGB and they stand as answered and posted on May 4, 2023 and May 31, 2023 on the Board's website.

- h. Is there a requirement to submit proposals under both RFPs? In other words, if an organization did not submit under the original #27-RFP-10-23, are they now precluded from submitting under new #27-RFP-10-23-2?

As was explained at Bidder's Conference on May 26, 2023, at 10:00 a.m., any bidder who submitted a proposal on or by May 19, 2023, by 12 noon, may withdraw the proposal and submit a new proposal or they can submit amendments/modifications to their original proposal. Any other bidders as well as the one who submitted a proposal earlier than June 19, 2023, have until June 19, 2023, at 12 noon to submit proposals as required on page 10 of #27-RFP-10-23-2.

2. **Page 9, Proposal Deadline and Submission.** This section states the proposals are due 12:00 p.m., Friday, May 19, 2023. However, the Procurement Timeline immediately below this section on page 9 lists the Proposal Due Date as June 19, 2023, 12:00 p.m. Additionally, the RFP Cover Sheet also lists the Response Deadline as June, 19, 2023 at 12:00 p.m. Please clarify which date is correct.

The response deadline for proposals to be turned in to the WFSMRGB is as of June 19, 2023 at 12:00 p.m.

3. **Page 9, Procurement Timeline.** This chart indicates the Proposal Due Date as June 19, 2023, 12:00 p.m. If the proposals are due on June 19, 2023, will the WFSMRG Board offices be open to receive submissions since this is the Juneteenth holiday?

Yes, the WFSMRG Board offices will be open to receive submissions on June 19, 2023.

4. **Page 10, Bold Print.** This section indicates that we are not allowed to have contact with Board Members, Chief Elected Officials, or staff. However, the Certification of Proposer (Attachment 19) form requires the signature of our Board Member/Chair. Our Board Chair is a Chief Elected Official. Please provide guidance on how we can obtain the required signature without violating this provision of the RFP.

CEO (Chief Executive Officer) is an allowable signature as the Executive Director of an organization. If a Chief Elected Official serves as a Board member of the Bidder's organization and his/her signature is used as CEO of the organization but not a authorized as a member of the separate corporate group of Chief Elected Officials that would not be a violation of Page 10 bold print that specifically forbids discussion with Workforce Solutions Middle Rio Grande board members, officers, staff, and authorized representatives or agents of Workforce Solutions Middle Rio Grande.

5. **Page 18, Proposal Language Change Certification (Attachment 20).** This is a certification form. However, there is no signature line. Should we create a signature line, or is it not required for this particular certification?

Yes, create a signature line.

6. **Page 18, Current cost allocation plan (Attachment 11).** Do you need the current and last year's approved cost allocation plan, or does the current one suffices?

An approved cost allocation plan by the cognizant agency is required. Should you not have a current cost allocation plan submit an explanation of why one is not available.

7. **Page 23, item 2c.** This prompt states that reference checks may be completed on all contacts listed. Please clarify what is meant by “all”.

If a Bidder has had multiple contracts and Bidder lists more than one contact person ALL contacts listed may be contacted for a reference check.

8. **Page 23, items 2d and 2e.** These two prompts both state that we must provide the percent of contract amount expended by administration. Do we include the administration amount and percent expended by the Board? If not, what type of administration are you referring to?

At the contractor level whoever your program administration is and if they charge to the administrative category, this does not count against the 5% administrative category of the grant. The WFSMRGB is the only staff who can charge to the administrative category of the grant. You should identify that which you propose for operations, administration, and program separately.

9. **Page 23, item 4.** This prompt requests that we provide “all monitoring reports related to Child Care and similar programs...for the most recent three years” and “Attachment 23”. Additionally, on Page 23, item 6, the prompt requests “Fiscal and Program monitoring for the last three years” and “Attachment 21”. Please clarify the different types of monitoring requested under these two prompts and their related attachments.

Item 4 on page 23 references Attachment 23 in bold. Attachment 23 specifically requires “Performance Results for past 3 years”. And it specifically requires Bidder provide copies of MPR.

10. **Appendix D.** This form does not have the Membership Dues and the Direct Care line items. However, Appendix D-1 includes them. Please provide guidance on how to complete the forms.

If you have in Appendix D-1 Membership Dues and the Direct Care Line then add them to Your Proposal Budget Summary by Cost Category Narrative. Appendix D is just a guide on defining what you should describe that goes into Appendix D-1.

11. **Appendix D-1.** This form does not have the Publications and Subscriptions and the Matching/In-Kind Funds line items. However, Appendix D includes them. Please provide guidance on how to complete the forms.

The same answer applies to question 11 as in response to question 10. If you include it in Appendix D-1, then describe it in Appendix D.

12. **State Assessment Certification (Attachment 18).** This form doesn’t have a line for the date. Should we create a line for the date?

Yes, create a line for the date.

Appendices and Attachments. Can you please provide copies of all required forms under Appendices and Attachments in Word format? **Yes, and the budget form will be under excel format.**