



**REQUEST FOR QUALIFICATIONS
FOR
CHILD CARE CONFERENCE SPEAKERS
RFQ#24-RFQ-03-244**

**Issued March 25, 2024, 10:00 a.m., CST
Response Deadline – May 1, 2024, 4:00 p.m., CST**

**700 Ruben M. Torres Blvd; 3rd Floor
Brownsville, Texas 78520
(956) 548-6700
www.wfscameron.org**

EVALUATOR REQUEST FOR QUALIFICATIONS

The Workforce Solutions Cameron Workforce Board ("Board") is seeking qualified trainers and training services ("Proposer") to conduct workshop sessions for the Board's annual child care conference.

Workforce Solutions Cameron is the Local Workforce Development Board for Cameron County, Texas. Workforce Solutions Cameron is a non-profit agency funded by grants from the U.S. Department of Labor and U.S. Department of Health and Human Services, funded through the Texas Workforce Commission.

Qualified trainers must meet one of the qualifications listed in the Texas Human Resources Code §42.0421(f)1-5,7.

Conference Information

"Creating the Path for Successful Learning" Child Care Conference 2024, is scheduled for September 20-21, 2024, at the South Padre Island Convention Centre, located at 7355 Padre Blvd., South Padre Island, TX 78597.

Audience

Conference participants will include administrative and teaching staff from Licensed Child Care Centers, Licensed Child Care Homes, and Registered Child Care Homes who serve children 0-13 years old. Friday sessions will focus on administrative staff and Saturday will focus on early childhood teachers.

Workshops Criteria

Proposals must align with one or more of the identified Texas Core Competencies for Early Childhood Practitioners and Administrators listed below.

- All sessions will be 90 minutes.
- Workshops may be presented in English or Spanish.
- Friday workshops must be geared to administrative audience.
- Saturday workshops must be geared to a general teaching audience.
- Supersession workshops will have a capacity between 250-300 participants.
- General workshops will have a capacity between 60-150 participants.
- Maximum of 5 proposals per presenter.

Friday – Administrators

Administrator General Workshops/Supersession Workshops

- Program Development (Core Competency for Administrators 1.1)
- Program Operations and Administration (Core Competency for Administrators 1.2)
- Business Practices (Core Competency for Administrators 2.1)
- Financial Management (Core Competency for Administrators 2.2)
- Marketing and Public Relations (Core Competency for Administrators 2.4)
- Personal and Professional Awareness (Core Competency for Administrators 3.1)
- Human Relationships (Core Competency for Administrators 3.2)
- Leadership and Support (Core Competency for Administrators 3.3)

- Personnel Management (Core Competency for Administrators 3.4)
- Teaching Practices (Core Competency for Administrators 5.2)
- Child Assessments (Core Competency for Administrators 5.3)
- Learning Environment (Core Competency for Administrators 5.4)
- Environmental Assessment (Core Competency for Administrators 5.5)

Saturday - Teachers

General Workshops/Supersession Workshops

- Child Development: Domains, Stages, and Milestones (Core Competency for Practitioners 1.1)
- Typical and Atypical Development (Core Competency for Practitioners 1.2)
- Children with Identified Special Needs (Core Competency for Practitioners 1.3)
- Development Through Play (Core Competency for Practitioners 1.5 and 2.3)
- Relationships with Individual Children: Security, Warmth and Responsiveness (Core Competency for practitioners 2.1)
- Planning Framework: Environmental Design, Equipment, Materials, Routines, Schedules, and Learning Formats (Core Competency for Practitioners 3.1)
- Language and Communication: Listening, Speaking, and Vocabulary (Core Competency for Practitioners 4.2)
- Emergent Literacy: Reading and Writing (Core Competency for Practitioners 4.3)
- Creativity and Fine Arts (Core Competency for Practitioners 4.7)
- Physical Development (Core Competency for Practitioners 4.9)
- Observation and Assessment (Core Competencies for Practitioners 5.1 and 5.3)
- Environmental Safety (Core Competency for Practitioners 8.3)
- Ethical Standards and Professional Guidelines (Core Competency for Practitioners 9.1)

Schedule of Events

The following schedule of events is subject to change at the discretion of the Board. All proposers of this RFQ will be notified of any and all changes. All times shown in the RFQ are Central Standard Time (CST).

Issuance of RFQ	March 25, 2024, 10:00 a.m.
Deadline for Submitting Proposal Questions	April 8, 2024, 4:00 p.m.
Proposal Questions/Answers Posted	April 10, 2024, 4:00 p.m.
Proposal Due Date	May 1, 2024, 4:00 p.m.
Begin Proposal Evaluation Process	May 6, 2024
Proposal Selection Award Notice	June 3, 2024

Questions

Questions concerning this RFQ may be submitted via email to childcareconference@wfscameron.org by 4:00 p.m. on April 8, 2024.

Proposal Components

The proposal must be submitted with all the required following elements:

- Proposer Identification Form (Attachment A)
- Proposal Submission Form (Attachment B)
- Trainer Curriculum Vitae (CV) (Attachment C)

- Certification of Legal and Signatory Authority (Attachment D)
- Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements (Attachment E)
- Certification Regarding Texas Corporate Franchise Tax (Attachment F)
- Conflict of Interest Form (Attachment G)
- Equal Opportunity and Nondiscrimination (Attachment H)
- HUB Certification if applicable

Proposers must submit one proposal for every workshop topic. Maximum number of 5 proposals per presenter. Incomplete submissions will result in the proposal being deemed as non-responsive and ineligible for consideration.

Response Deadline

Proposals must be submitted electronically to Workforce Solutions Cameron no later than **4:00 p.m., Wednesday, May 1, 2024**. Official receipt of proposal will be recorded on a log of proposal received. It is the responsibility of the sender to verify receipt of the submitted information.

Proposals must be emailed to: childcareconference@wfscameron.org. Proposals submitted by mail, courier, fax, and hand delivered will not be accepted.

Evaluation Criteria and Methodology

Proposal will be screened in a two-step process. The first round will evaluate proposals for completion and identified those advancing as “pre-approved.” Pre-approved proposal will be submitted to the selection committee for scoring. Proposals must achieve an overall average score of 80 out of a possible 105 points to be considered for selection. The evaluation criteria are as follow:

A. Workshop Proposal	60 points
B. Qualification and Experience	25 points
C. Reasonableness of Cost	15 points
D. Historical Underutilized Business*	5 points

****Current and Valid HUB Certification must be attached***

By submitting a proposal, the Proposer acknowledges:

- That proposals must receive an overall average score of 80 points to be considered for selection and award of a contract;
- Accepts of the proposal evaluation process;
- The criteria for selection; and,
- Understands that some subjective judgements must be made by the selection committee and Board during the RFQ process.

Appeals

The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or

non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.

All proposers will be notified in writing of the final results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(ies); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

Salome Perez
Chief Program Officer/EO & 504 Officer
700 Ruben M. Torres Blvd.; 3rd floor
Brownsville, TX 78520
Dated Material Enclosed

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, The Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

Request for Debriefing: A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including proposal 10 evaluation process, and help unsuccessful respondents understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

Disclaimer

The Board is under no legal requirements to execute a contract and/or agreement based on any quote received.

No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a quote under this Request may have any contact outside of the formal review process with any employee of the Workforce Solutions Cameron Local Workforce Development Board or any member

of the Workforce Solutions Cameron Local Workforce Development, for purposes of discussing or lobbying on behalf of the proposer's quote. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject quotes of those proposers who violate this condition.

The Board reserves the right to accept or reject any or all quotes received; to cancel this Request in part, or in its entirety; or to reissue the Request.

The Board reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary.

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

The Board reserves the right to request additional information and/or negotiate issues prior to selection.

Questions concerning this request may be email to childcareconference@wfscameron.org.



Proposer Identification Form

Legal Name of Organization _____

Head of Organization _____

Mailing Address _____

Physical Address
(if different from above) _____

Phone Number _____

Fax Number _____

Proposal Contact Person _____

Title _____

Proposal Contact Email Address: _____

Tax/Legal Status ☐ CORPORATION ☐ SOLE OWNERSHIP
☐ PARTNERSHIP ☐ OTHER

Date Established _____


State Comptroller ID NO. (If Available) _____

Federal Taxpayer ID Number _____

Small Business ☐ Yes ☐ NO

Is Proposer Certified as a Historically Under-Utilized
Business by the Texas Workforce Commission ☐ Yes ☐ NO

Authorization for Submission

Signature  _____ Date _____

Print Name and Title _____



Texas Rising Star Director's Boot Camp
RFQ#23-RFQ-10-242
Attachment C

Trainer Curriculum Vitae (CV)

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1-800-735-2989 (TTY)/711 (Voice)



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Certification of Legal and Signatory Authority

I, , certify that I am the of the eligible entity named as proposer and respondent herein, and I am legally authorized to sign and submit this proposal to Workforce Solutions Cameron (WFSC) on behalf of said organization by authority of its governing body.

I certify that who signed the coversheet of this proposal has the legal authority to enter into and execute a contract with WFSC to provide the services and activities authorized and detailed in this proposal. I agree to submit upon request by WFSC such information and documentation as may be necessary to verify the certification contained herein.

I further certify that the information contained in this proposal and all attachments is true and correct. I certify that no officer, employee, board member, or authorized agent of WFSC has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirement and provisions of this RFQ and that this organization will comply with all applicable federal, state, and local laws, rules, regulations, policies and directives in the implementation of this proposal. I certify that I have read and understand the governing provisions, limitations, and administrative requirements of this RFQ and will comply with all terms and conditions.

Signature of Authorized Representative

_____

Print Name and Title

**Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and
Drug-Free Workplace Requirements**

LOBBYING: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Acts, Title 31 U.S. Code, for the Department of Agriculture (7 CFR part 3018), Department of Labor (20 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor states that:

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 any employee of 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 any federal contract, grant, loan or cooperative agreement.

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, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.

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.

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS: This certification is required by the Federal Regulations implementing Executive Order 12549, 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), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it or its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency

Have not within a three-year period preceding this proposal been convicted 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;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and



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Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) 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 participant shall attach an explanation to this proposal.

DRUG-FREE WORKPLACE: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; 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) and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an on-going drug-free awareness program to inform employees of the dangers of drugs in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed on employees for drug abuse violations occurring in the workplace.

Providing each employee with a copy of the Contractor's policy statement.

Notifying the employees in the Contractor's policy statement that, as a condition of employment under the grant, employees will abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace.

Notifying the grantor agency, Workforce Solutions Cameron in writing, within ten (10) calendar days of the Contractor's receipt of a notice of conviction of an employee.

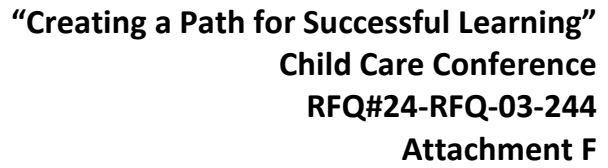
Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Signature of Authorized Representative

X

Print Name and Title



Indicate the certification that applies to your subcontracting entity:

<input type="checkbox"/>	The subcontracting entity is a for-profit corporation and certifies that is not delinquent in its franchise tax payments to the State of Texas.
<input type="checkbox"/>	The subcontracting entity is a non-profit corporation or is otherwise not subject to payment of franchise tax to the State of Texas.

Signature of Authorized Representative

 X

Print Name and Title



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Attachment G

Conflict of Interest

By signature of this Certificate, Applicant covenants and affirms that:

1. No manager, employee or paid consultant of the Applicant is a member of the Policy Board, the Executive Director, or an employee of Workforce Solutions Cameron (WFSC);
2. No manager or paid consultant of the Applicant is married to a member of the Policy Board, the Executive Director, or an employee of WFSC;
3. No member of the Policy Board, the Executive Director, or an employee of WFSC owns or controls more than a 10 percent share in the Applicant's organization;
4. No spouse of a member of the Policy Board, Executive Director, or employee of WFSC receives compensation from Applicant for lobbying activities as defined in Chapter 305 of the Texas Government Code;
5. Applicant has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;
6. Should Applicant fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Applicant shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with WFSC and shall immediately refund to WFSC any fees or expenses that may have been paid under the contract and shall further be liable for any others costs incurred or damages sustained by WFSC relating to that contract.

Signature of Authorized Representative



Print Name and Title

Equal Opportunity and Nondiscrimination

The (Entity Name) promotes employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Additionally, discrimination is prohibited against any beneficiary of programs funded under the Workforce Innovation Opportunity Act, on the basis of the beneficiary’s citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any Workforce Innovation Opportunity Act financially assisted program or activity.

(Entity Name) conforms to all applicable federal and state laws, rules, guidelines, regulations, and provides equal employment opportunity in all employment and employee relations.

EEO Laws, Rules, Guidelines, Regulations

(Entity Name) provides equal opportunities consistent with applicable federal and state laws, rules, guidelines, regulations, and executive orders (29 CFR 38.25). Such regulations include:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964, as amended, and its implementing regulations at 29 CFR Part 38 which prohibit discrimination based on race, color, religion, sex, or national origin in any term, condition or privilege of employment.
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals because of disability.
- Age Discrimination in Employment Act of 1967, as amended, which prohibits discrimination against individuals 40 years of age and older.
- Americans with Disabilities Act of 1990, which prohibits discrimination against qualified individuals with disabilities.
- Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age in programs receiving federal financial assistance.
- Texas Commission on Human Rights Act, as amended, which prohibits discrimination in employment based on race, color, handicap, religion, sex, national origin, or age (40-70).
- Equal Pay Act of 1963, as amended, which requires equal pay for men and women performing equal work.



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- Pregnancy Discrimination Act of 1978, which prohibits discrimination against pregnant women.
- Title IX of the Education Amendments Act of 1972 which prohibits discrimination on the basis of sex under any education program or activity receiving Federal financial assistance.
- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical condition, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

Entity Name () is committed to promoting equal employment opportunity through a progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. Entity Name () takes positive steps to eliminate any systematic discrimination from personnel practices. Entity Name () recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status.

Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Signature of Authorized Representative

Print Name and Title
