



REQUEST FOR QUOTE WDB 2024-002

for

Fiscal Monitor

RFQ Issued By:

Workforce Solutions Southeast Texas
510 Park Street, Suite 500
Beaumont, Texas 77701
(409) 719-4750

ISSUE DATE: January 23, 2023 3:00 p.m., CST

RESPONSE DEADLINE: February 15, 2024 2:00 P.M. CST

BACKGROUND ON THE BOARD

Mary Hammon is the Executive Director of Workforce Solutions Southeast Texas (BOARD). The Southeast Texas Board was formed in accordance with Texas House Bill 1863 on September 11, 1996. The volunteer body is appointed by the Mayor of the City of Beaumont and the County Judges of Jefferson, Orange and Hardin Counties in accordance with SB 642 and HB 1863. All appointments are subject to the approval of the governor. The BOARD is composed of representative of business and industry, organized labor, community-based organizations, economic development agencies, educational agencies, the State Employment Service, Texas Department of Human Services, Texas Rehabilitation Commission and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The BOARD serves as grant recipient and administrative entity for the funds received.

The BOARD is an incorporated, not-for-profit entity that is also classified as a quasi-governmental entity. The level of funding received by the BOARD from the Texas Workforce Commission in fiscal year 2024 will be approximately \$33 million. The functional responsibility of the BOARD is to provide policy guidance for and to exercise oversight with respect to the listed activities, as well as other workforce development activities in the three county area. The BOARD conducts primary program operation through three Workforce Centers located in Beaumont, Port Arthur, and Orange.

1. GENERAL INFORMATION

**The proposal submission deadline is February 15, 2024 at 2 P.M. CST.
Submit Proposals by e-mail to:**

rfp@setworks.org

Confirm receipt by phone at (409) 719-4785.

***Proposals received after the deadline date and time will not be accepted or considered for award.
Timely delivery of proposals is the sole responsibility of the offeror.***

2. SCOPE OF WORK

The BOARD is seeking the services of a qualified individual or entity to perform a comprehensive fiscal monitoring review of its contractors that satisfies the BOARD's contractual obligations under its contract with the Texas Workforce Commission (TWC), and is consistent with the requirements set forth in the TWC Financial Manual for Grants and Contracts.

The purpose of contract monitoring is to ensure:

- Intended program results are achieved through proper use of funds;
- Resources are efficiently and effectively used for authorized purposes and are protected from waste, fraud, and abuse;
- Reliable data is obtained, maintained, and fairly disclosed in reports; and
- Compliance with applicable laws, rules, regulations, policies and contract terms and conditions.

Fiscal monitoring activities shall include:

- Development of a monitoring plan, including methodology, risk assessment and schedule.
- A comprehensive review of the contractor's financial and accounting systems, including internal controls.
- Appropriate review, evaluation, and testing to determine the effectiveness of internal controls, both in their design and operation. This is to include a review and evaluation of documentation to determine the existence and adequacy of operating procedures and internal controls and to identify control strengths and weaknesses.
- Issuance of timely reports to contractors and BOARD concerning issues and their resolution.

Services requested under this RFQ include the following and be reflective of TWCs approach to financial monitoring:

1. Coordination of monitoring plans and activities with BOARD and contractor staff;
2. Entrance & exit conferences with BOARD and contractor staff;
3. Perform contractor risk assessment and develop written monitoring plan including a schedule.
4. Development and application of appropriate monitoring instruments (based on current local, state and federal guidelines)
5. Conduct monitoring through both on-site and desk reviews
6. Review of contractor's finance and accounting systems;
7. Review of contractor's fiscal policies and procedures, including procurement;
8. Review of contractor's personnel policies and procedures
9. Review of contractor's records management policies and procedures;
10. Review of contractor's internal monitoring policies and procedures;
11. Review, evaluation and testing of contractor's internal controls;
12. Review, evaluation and testing of documentation related to payroll, expenditures, Purchases (small, competitive, and non-competitive), etc.;
13. Review of contractor's insurance policies;
14. Review of contractor's indirect cost rate plan (if applicable) and cost allocation plan;

15. Review of contractor's tax filings, is applicable;
16. Review of contractor's budgets and expenditures;
17. Review of contractor's financial statements and reports;
18. Review of contractor's financial audit reports;
19. Review of contracts and reconciliation to BOARD records;
20. Review of follow-up on any outstanding monitoring, corrective action, and/or audit issues and document the results;
21. Review of any program income or profit, if applicable;
22. Review, evaluation, and testing of other fiscal related items as requested by BOARD;
23. Preparation of timely written reports, including description of the scope and methodology of the review, areas of review, time period covered by the review, a summary of work papers, identification of findings and observations and recommendations for improvement
24. Conduct timely follow-up to ensure that identified issues have been addressed and resolved and producing written documentation of follow-up and resolution
25. Development of any corrective action plans, as appropriate;
26. Provision of all reports, responses and supporting documentation, including work papers, of all monitoring reviews to BOARD as requested and;
27. Follow-up and document and report on the implementation status of corrective action plans.

Required written products to be produced by selected entity and provided to BOARD include:

- Risk Assessment and monitoring plan
- Draft reports
- Final report, including identification of strengths, weaknesses, issues of concern, corrective action plans, etc.
- All related work papers including those for follow-up.

BOARD may require additional special reviews of contractors dependent upon results of monitoring reports, audits, or other information.

Estimated Work Time & Funding

The BOARD currently contracts with:

- C2 Global Professional Services for the four workforce centers in our area (approximately \$5.1 million)
- ChildCareGroup – Child care operations (approximately \$1,238,516 for operations and \$15.4 million for direct care)

The Workforce Center would need to be reviewed three times a year. One of the reviews would be a comprehensive review, one is a fiscal integrity and the other review would concentrate on disbursements and follow-up issues. The Child care operations contractor and the child care training contractor would have one comprehensive review and one fiscal integrity review per year.

BOARD has estimated the amount of time necessary to complete the scope of work under this RFQ at 225 hours, with a cost range of \$25,000 to \$50,000, not including reasonable and necessary travel to fulfill the requirements.

3. QUESTIONS REGARDING WDB 2024-001

All inquiries shall be submitted in writing by email to rfp@setworks.org. Inquiries will be accepted through February 12, 2024 at 10am CDST. Answers to all inquiries will be posted on our website: www.setworks.org.

All inquiries that result in a change to the specifications or that the Board deems necessary for clarifications will be posted on the Board's website: www.setworks.org.

Upon issuance of this RFQ, except for written inquiries as described above, other employees and representatives of the Board will not answer questions or otherwise discuss the contents of the RFQ with potential Lessors or their representatives. Failure to observe this restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this proposal, nor does it include discussions with the Board representative for the purposes of negotiation or Best and Final Offer (BAFO) after the proposal submittal deadline.

4. SUBMISSION REQUIREMENTS

a) Completed Proposal Cover Sheet

b) Respond to the following questions:

- a. Brief description of the responder's organization, including its history; and include a resume(s) for the individual(s) who would perform the monitoring functions requested in this quote.
- b. Brief description of responder's experience in monitoring workforce development programs. List organizations that have contracted with your organization to provide such services, relevant and dates and contact persons.
- c. State your proposed price quotes (hourly rate) of monitoring activities. Include on-site monitoring and off-site report preparation, and other costs for the services sought through this quote.
- d. If responder is a Historically Underutilized Business (HUB), please indicate here and attach copy of certification to quote.
- e. List 3 references with contact person and phone number that the responder has provided similar services for in the most recent 3 years. (References may be contacted by the Board).

c) Completed Debarment form

5. SELECTION PROCESS

Minimum standards of review. A proposal must meet the following minimum standards before being considered for responsive:

- a. Submitted by the deadline and;
- b. Contains all required information.

Evaluation process. The process for evaluating proposals submitted in response to this RFP will be through review and selection by BOARD staff.

Selection of Successful Bidder: All bidders will be notified of the decision. The successful bidder should be prepared to begin work in March, 2024.

6. CONTRACT TERMS

A contract will be negotiated with the successful bidder to include specific deliverables which will be the basis of payments made under the contract. The contract period is anticipated to be March 1, 2024 through February 15, 2029. Contract may be terminated for non-performance.

7. PROPOSER APPEAL PROCESS

Proposers who believe that they have been treated unfairly in the proposal review process or that there is a violation of federal law or regulation may file a protest. *All* offerors will receive notification of the final decision within fifteen (15) working days of final decision. Letters of inquiry must be submitted and arrive in the office of BOARD within fifteen (15) days of the date of the notice of rejection. Letters must be specific as to the inquiry. Inquiries not submitted in writing, not specific in nature, or which arrive late may not be considered. Letters must be addressed as follows:

Workforce Solutions Southeast Texas
P. O. Box 3607
Beaumont, Texas 77704
or
510 Park Street, Suite 500
Beaumont, Texas 77701

Upon receipt of letter, the Executive Director or his/her designee will contact the proposer to arrange for an appeals conference. The BOARD will form an Appeals Committee and attend the Appeals Conference. At the conclusion of the conference, the Committee will determine if there is sufficient reason to have the BOARD Committee reconsider the decision in question.

8. PROPOSAL LIMITATIONS

- The only purpose of this RFQ is to ensure uniform information in the solicitation of proposals and procurement of services. This RFQ is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the BOARD to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by BOARD.
- The BOARD reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFQ in part or its entirety.
- The BOARD reserves the right to award a contract for any item/services solicited via this RFQ in any quantity BOARD determines is in its best interest.

- The BOARD reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. BOARD will provide notifications of such changes to all Proposers recorded in the BOARD official record (Distribution Log & Receipts Record) as having received or requested an RFQ.
- The BOARD reserves the right to negotiate the final terms of any and all contracts or agreements with Proposers selected and any such terms negotiated as a result of this RFQ may be renegotiated and /or amended in order to successfully meet the needs of the Workforce Development Area.
- The BOARD reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the Proposer's relevant performance and/or qualifications; and to request additional information from any and all Proposers.
- The BOARD also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the Proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- The BOARD reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources or due to legislative changes.
- Proposers shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the BOARD of South East Texas for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- No employee, officer, or agent of the BOARD shall participate in the selection, award or administration of a contract supported by Board funds if a conflict of interest, or potential conflict, would be involved.
- Proposer shall not engage in any activity which will restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures or subcontracts.
- The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the Proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful Proposer as a basis for release of proposed services at stated price/cost.

ATTACHMENT A

PROPOSAL COVER SHEET

And

DEBARMENT FORM

SOUTHEAST TEXAS WORKFORCE DEVELOPMENT BOARD
RFP COVER SHEET
RFP RELEASE # WDB 2024-002

Legal Name of Organization or Individual: _____

Mailing Address: _____

Physical Address (if different): _____

Email Address: _____

Phone Number: (____) _____ *Fax Number:* (____) _____

Authorized Contact Person: _____

Title: _____

Tax/Legal Status:

☐ *Corporation* ☐ *Individual* ☐ *Public* ☐ *Profit*

☐ *Partnership* ☐ *Not for Profit* ☐ *Private* ☐ *Other*

Federal Tax Identification Number: _____

Is proposer certified as a historically underutilized business (HUB)? ☐ *Yes* ☐ *No*

Certifying Agency? _____

(If yes, a copy of the certification notice is required as an attachment)

Total Proposed Annual Cost, not including travel) _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such prospective participant shall attach an explanation to this document.

Name and Title of Authorized Representative

Signature

Date