



**REQUEST FOR QUALIFICATIONS
WDB 2021-004**

for

Texas Rising Star (TRS) Assessor

RFQ Issued By:

SOUTHEAST TEXAS WORKFORCE DEVELOPMENT BOARD dba

Workforce Solutions Southeast Texas

510 Park Street, Suite 500

Beaumont, Texas 77701

(409) 719-4750

ISSUE DATE: March 31, 2021 at 3:00 p.m., CDST

RESPONSE DEADLINE: Open Until Filled

Questions related to this RFQ can be sent to rfp@setworks.org. Answers will be posted on our website: www.setworks.org

General Information

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 2021 will be approximately \$27 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.

SERVICES SOLICITED IN THIS RFQ

This Request for Qualifications (RFQ) provides a uniform method for the procurement of these services. It contains the necessary background, requirements, instructions, and information corresponding to this RFQ. Services solicited in this RFQ for Texas Rising Star Assessor (TRS) Services are to ensure that current TRS providers have met State requirements to remain at the current TRS level or to attain a higher level of TRS certification, and that non TRS providers have met State requirements to attain a TRS certification in Southeast Texas. The Texas Rising Star Assessor will be responsible for performing effective assessments for the current Texas Rising Star providers and potential providers interested in the Texas Rising Star program within all 16 counties. The Assessor will be responsible for coordinating and implementing TRS assessment related activities, including:

- Conducting scheduled and un-announced TRS provider assessments (or re-certifications) within the required timeframe(s)
- Conducting observations in support of completing a TRS provider assessment process provided in Texas Rising Star Child Care Provider Certification Guidelines <https://texasrisingstar.org/about-trs/trs-guidelines/>
- Submitting written detailed reports summarizing findings and justification for assessment scores; and
- Coordinating TRS schedules and maintaining contact with each Board's contact person regarding workload and required expectations of the Assessor.

Eligible respondents may include a qualified individual, organization and/or an entity. Proposed organizations and/or entities must identify each individual and their qualifications. All respondents must meet the following qualifications presented for Texas Rising Star (TRS) Assessor:

Minimum Education

- Bachelor's degree from an accredited four-year college or university in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science
- Bachelor's degree from an accredited four-year college or university with at least 18 credit hours in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with at least 12 credit hours in child development; or
- Associate degree in early childhood education, child development, special education, child psychology, educational psychology, elementary education, or family consumer science with two years of experience as a director in an early childhood program, with preference given for required experience with a provider that is accredited or TRS certified

Minimum Work Experience

One year of full-time early childhood classroom experience in a child care, Early Head Start, Head Start, or prekindergarten through third grade school program.

Demonstrated Knowledge

- Best practices in early childhood education
- Understanding of early childhood evaluations, observations, and assessments for both teachers and children
- ITERS, ECERS-R, FCERS, TBRs, CLASS, or other assessment tools

Other Preferred Knowledge

- Understanding of TRS Certification Guidelines and the minimum standards of Texas child care licensing
- Bilingual (English and Spanish speaker)
- Ability to relate to individuals from culturally diverse backgrounds
- Microsoft Word and Excel, Internet, and comfortable using e-mail and entering data on a PC tablet
- Detail oriented with strong oral and written communication skills
- Basic administrative skills, including recordkeeping and use of a computer for data management and professional communication

Required Continuing Education and Professional Development, and Background Check

Participation in required annual professional development and continuing education consistent with TRS training requirements for a center director must be obtained on an annual basis. Additionally, the respondents must meet the background check consistent with 40 TAC 745.

Per TWC Child Care Rule [§809.134 \(g\)](#) Texas Rising Star assessors are required to take the Texas Rising Star standards training and to attain the TRS Assessor Certification. The certification will need to be supported with quarterly reliability checks, so that assessors may regularly reflect on their own practice and to ensure inter-rater reliability across the state.

Objectives for **Texas Rising Star Certification** are:

- To improve the quality of child care offered by providing high quality child care options;
- To ensure that children are offered care that promotes their social, emotional, physical and intellectual development; and
- To promote early physical, emotional, social and intellectual development of children who are the state's future workforce.

Assessor Duties

Vendors evaluated and determined to be qualified per the guidance stated within this RFQ will be contracted based on Board's needs for service to perform the following duties:

- Contact the provider within 20 calendar days of receipt of a completed application package to schedule an on-site Initial Certification Assessment.
- Assess all classrooms using the Facility and Age-Appropriate Classroom Assessment Record Forms. The scores will be calculated to determine the overall star level designation. (Scores are not calculated on-site; TRS assessors enter assessment ratings into the online TRS Assessment tool, which generates the final score.)
- Create record in Children's Learning Institute (CLI) Engage system for assessment of all TRS providers.
- Invite TRS providers, teachers, and classrooms to utilize CLI for training and technical assistance.

The complete Texas Rising Star Provider Certification Guidelines are available at:

<https://texasrisingstar.org/about-trs/trs-guidelines/>

The payment structure for the Texas Rising Star Assessor Services will be as follows:

Facility Capacity	Initial Assessment	Re-certifications	Annual Visit	Quarterly CCL licensing screenings
1-60 Children	\$1,100	\$1,100	\$550	\$20/hr.
61-120 Children	\$1,900	\$1,900	\$900	\$20/hr.
121 or more Children	\$2,300	\$2,300	\$1,150	\$20/hr.
				Est ½ hr. each

Deliverables may be revised at any time to reflect program modifications.

A. RFQ Availability: Request for Qualifications, WDB 2021-004 will be available on our website: www.setworks.org beginning March 31, 2021, at 3pm CST. Copies can also be obtained via email request to rfp@setworks.org or at the Board office at 510 Park Street, Suite 500, Beaumont, TX 77701.

B. Submission of Qualifications: All of the attachments must be completed and submitted with requested supporting documentation, in order to be considered responsive to this solicitation.

C. Submission Deadline:
Open Until Filled.

Submit Proposals by e-mail to:
rfp@setworks.org

Confirm receipt by phone at (409) 719-4750.

D. Proposal Evaluation

1. All responsive proposals submitted by the deadline will be evaluated by the following criteria:
 - a. Qualifications / Credentials
 - b. Demonstrated Performance
2. Proposals will be reviewed by a review committee. Notifications to bidders will be sent via email within 15 days of receipt of proposals.

E. Contract Terms Deliverable Successful Bidder: A contract resulting from this procurement will be based on fixed amounts, dependent upon the need for services, funds received from TWC and successful performance. It will be the responsibility of the successful bidder to maintain their certification that relates to this proposal.

G. 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, TX 77704

Upon receipt of letter, the Executive Director or their 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.

H. 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.

ATTACHMENTS