



Request for Proposals For Ancillary Workforce Services

Issued May 28, 2025

Revised Copy Posted 6-13-25
To Correct Planned Funding Amount Stated in Section I.C.1 of this RFP

Initial Contract Period:
October 01, 2025, thru September 30, 2026

An equal opportunity employer/program. Auxiliary aids and services are available, upon request, to individuals with disabilities. (TDD/TTY) 1-800-RELAYTX

REQUEST FOR PROPOSALS
2025 ANCILLARY WORKFORCE SERVICES

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Section I. GENERAL INFORMATION

A. Introduction

The Tarrant County Workforce Development Board, also known as Workforce Solutions for Tarrant County (WSTC), is the local policy-making body responsible for administering an integrated workforce development system for the Tarrant County Workforce Development Area. The WSTC Board is made up of community representatives appointed by local elected officials to plan and oversee operation of the local workforce development system, which includes oversight of programs and services pursuant to the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF) Choices, Supplemental Nutrition Assistance Program Employment and Training (SNAP E & T), and child care resources, in Tarrant County.

B. Goals and Objectives

The mission of Workforce Solutions for Tarrant County (WSTC) is to ensure the successful delivery of innovative workforce solutions and create economic, educational, and developmental opportunities that fully engage all employers and career seekers.

C. Purpose of RFP

The purpose of this Request for Proposal (RFP) is to secure the services of multiple, qualified organizations to provide services to residents of Tarrant County who are receiving Temporary Assistance for Needy Family (TANF) benefits, Supplemental Nutrition Assistance Program (SNAP), or who qualify for the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker or Youth Programs.

The services sought are expected to complement, **not duplicate**, the services provided to job seekers through the Tarrant County Workforce Centers. WSTC refers to these services as ancillary or “niche” services and these are explained in more detail in Section II. The awarded contracts will be for a 12-month period with the Board reserving the right to extend the contract for up to two (2) additional years, pending a review, successful performance of the contracts, and availability of funding.

1. **Available Funding.** The amount of funding to be available for niche service providers during for the first service period (October 1, 2025 – September 30, 2026) is estimated to be **\$900,000.00**, excluding Summer Earn and Learn (SEAL). The actual amount will be established during the preparation of the Board’s budget for Fiscal Year 2026, which begins October 1, 2025.
2. **Number of Contracts to Be Awarded.** The Board anticipates awarding multiple contracts to qualified services providers. The actual amounts of funding to be awarded will be dependent upon the nature of the services proposed, the proposed numbers of clients to be served in individual projects, and the amount of funding that is allocated to the Board for services during Fiscal Year 2026.
3. **Joint Venture Proposals.** The Board will receive and accept proposals from organizations proposing joint ventures to deliver the requested services. Board counsel will reserve the right to review all legal documents related to the joint venture for the protection of the Board. The Board will reserve the right to consider these types of proposals non-responsive if legal documents are not presented for review by Board counsel. We reserve the right to declare a proposal non-responsive if it does not meet review by Board counsel.

D. Instructions for Submission

1. **Applicant Requirements.** Proposers may be public, private not-for-profit or private-for-profit entities. Proposers must have adequate capabilities necessary to execute and perform the services

requested. In addition, HUB's, minority-owned businesses, women-owned businesses, community-based organizations, and faith-based organizations are all encouraged to apply.

As a condition to the receipt of funding, the proposer must assure, with respect to the operation of the program and all agreements or arrangements to carry out the program for which funding is awarded, that the proposer is prohibited from discriminating on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in programs funded with federal or state funds.

2. **Contract Term.** Contracts for services will be effective October 1, 2025 – September 30, 2026. Proposal budgets should be based on the delivery of services for the first 12-month period of the contract. The contract may be renewed for a second or a third year (10/01/26 – 09/30/27 and 10/01/27 – 09/30/28), contingent upon satisfactory performance, Board approval, and availability of funding. Funding availability for each year will be dependent upon annual state and federal funding levels received by the Board.
3. **Communication and Procurement Information.** A Bidders' Zoom Conference will be held on:

Date:	Wednesday, June 4, 2025
Time:	10:00 a.m. to 11 a.m.
Prospective bidders may request a link to the Zoom meeting by emailing byron.nelson@workforcesolutions.net	

WSTC staff will provide an overview of the procurement process and the RFP packet during the conference. **The Bidders' Conference will be the ONLY opportunity for bidders to ask questions of Board Staff directly about this RFP. After the Bidders' Conference, all subsequent questions must be submitted in writing to Byron Nelson, Procurement Manager via USPS, or e-mail by 3:00 p.m. Wednesday, June 11, 2025, to the following:**

USPS:	1320 S. University Dr., Ste. 600, Fort Worth, Texas 76107
E-mail:	byron.nelson@workforcesolutions.net

Questions will not be taken over the phone nor will answers be given over the phone, by fax, or e-mail. All properly submitted questions, including those asked at the Bidders' Conference, will be compiled, and answered on a comprehensive final Q & A that will be posted, in its entirety, on the WSTC website, located at www.workforcesolutions.net. Any question submitted after 3:00 p.m. **Wednesday, June 11, 2025**, will not be answered. Answers to questions submitted before the deadline will be posted by **June 18, 2025**. Attendance at the Bidders' Teleconference is not mandatory but is highly recommended.

4. **Response Deadline.** **All proposals must be received at the Board Offices no later than 3:00 p.m. on Friday, July 11, 2025.** No proposals will be accepted after this time and no exceptions will be made. Please take every precaution to ensure that your proposals arrive in a timely manner.
5. **Submission.** Proposals may be mailed or hand-delivered to:

Robert Sturns, Executive Director Workforce Solutions for Tarrant County 1320 S. University Dr., Ste. 600 Fort Worth, Texas 76107
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The Board will not accept proposals transmitted by facsimile (FAX) or e-mail. Proposals submitted by mail must be received at the Board Offices by the set deadline. Proposals submitted via courier or overnight mail services will be considered to be hand-delivered and must be received by **July 11, 2025, no later than 3:00 p.m.**

Proposals that are submitted or received after the deadline will not be accepted. There will be no exceptions.

6. **Open Records.** Proposals submitted in response to this RFP are subject to the Texas Public Information Act, Government Code, Chapter 552, and may be disclosed to the public upon request. Therefore, any confidential, privileged, or proprietary information contained within a proposal must be clearly identified by the proposer in the proposal itself (each applicable page clearly marked). Such information will be kept confidential by WSTC to the extent permitted by State law.
7. **Number of Copies.** Proposers must submit **one (1) unbound original and five (5) copies** of the complete proposal documents. The original must be clearly marked "Original" on the Cover Sheet and bear original signatures. **A complete financial audit must accompany only the unbound original.** Please submit the five (5) copies bound with a staple or binder clip in the upper left-hand corner.

All responses must be typed and will become the property of the Tarrant County Workforce Development Board. All forms and attachments must be submitted in the original form and format. Please do not use any font size less than 10 point. All pages submitted must be sequentially paginated, including attachments. Please do not submit materials not specifically requested, as they will not be reviewed. **No proposal will be reviewed unless the requisite number of copies is submitted.**

The format for the proposal is shown in the following sections of this RFP. A proposal must be submitted in the format, and in the order, shown in these sections. The attachments and budget forms to be submitted may be downloaded from the WSTC website, www.workforcesolutions.net, or by way of e-mail or on media for those who make requests in writing. These pages were prepared in Microsoft Word and Excel. Requests for media or e-mail of the files must be made by email to byron.nelson@workforcesolutions.net.

8. **Procurement Timeframes.** The following list delineates significant activities and dates regarding this RFP:

DATE/TIME FRAME	ACTIVITY
May 28, 2025	RFP Packets Available
June 4, 2025	Bidder's Teleconference
June 11, 2025, 3:00 p.m.	Deadline for Proposers to Submit Questions
June 18, 2025	Final Q&A Posted
July 11, 2025	Proposals Due No Later than 3:00 p.m.
October 1, 2025	Contract Effective Date

Section II. SERVICES REQUESTED

A. Overview

Tarrant Ancillary Services

Since its establishment in the late 1990's, the Tarrant County Workforce Development Board has partnered with other human services agencies in Tarrant County to offer a comprehensive array of services to workforce system clients. Through these partnerships, the Board has been able to

engage the community in providing services to clients that have ranged from disability inclusion assistance to mental health and substance abuse evaluation, to intensive case management and mentoring, and to specialized educational, employment, and supportive services.

This Ancillary Services Request for Proposals (RFP) reflects the continuation of this philosophy to engage the community in providing services. The RFP is intended to provide an opportunity for community-based organizations, faith-based organizations, and others that are close to targeted populations to submit proposals that respond to the challenges of providing services under several Federal and/or State funded programs. There are no restrictions on the types of organizations that may submit proposals. Joint ventures, partnerships, and subcontracts are acceptable. Sub-contractual and partnership relationships do not reduce the fiduciary responsibility of or applicability of relevant statutes to any organization receiving funds under this request for proposals.

Proposals should focus primarily on the target population(s), the services to be provided, the outcomes to be achieved, and the benefit received by the targeted population(s). The purpose of this RFP is to allow proposers to develop creative service strategies, although proposers must commit to working with the Board and our workforce center contractor to ensure that the project complies with relevant regulations. Projects should advance the Board's Corporate Goals, which will be included as an attachment to the RFP.

B. Services Requested

Because funding for ancillary services is limited, the Board is seeking proposals for niche services not currently available through the Workforce Center operator (C2 Global Professional Services). The list of niche services below is the specific areas of anticipated need:

1. **Financial Coaching Services** the Board is seeking to partner with one or more agencies to provide comprehensive Financial Coaching services. The goal of this partnership is to equip participants with the knowledge and skills necessary to achieve financial stability and independence. These services will be available to both adults and young adults, ages 16 to 24, in both group and individual settings.

The Financial Coaching program must cover a wide range of topics to ensure participants gain a thorough understanding of financial management. Key areas of focus should include:

- Creating Budgets: Teaching participants how to develop and maintain a personal budget to manage their income and expenses effectively.
- Setting Up Checking and Savings Accounts: Guiding participants through the process of opening and managing checking and savings accounts.
- Managing Spending, Credit, and Debt: Providing strategies for controlling spending, using credit wisely, and managing debt.
- Understanding Credit Reports and Credit Scores: Educating participants on how to read credit reports, understand credit scores, and the factors that influence them.
- Protecting Against Identity Theft: Offering tips and best practices for safeguarding personal information to prevent identity theft.

2. **Outreach and Barrier Removal Services Choices Program** the Board is seeking to partner with one or more agencies capable of outreaching and providing barrier removal services.

Outreach efforts must encompass home visits to TANF recipients who miss their scheduled appointments. The objective of these visits is to ensure that recipients receive comprehensive information about the various opportunities and support services available through the Choices Program.

These include:

- **Vocational Education:** Detailed information on educational programs designed to enhance job skills and career prospects.
- **Training Programs:** Access to specialized training that equips recipients with the necessary skills for employment.
- **Subsidized Employment:** Opportunities for employment where wages are funded to encourage hiring.
- **Incentives:** Information on various incentives available to participants, for achieving certain milestones.
- **Support Services:** A range of support services, including childcare, transportation assistance, and other resources to help recipients overcome barriers to employment.

These home visits aim to provide a personalized and supportive approach, ensuring that TANF recipients are fully informed and empowered to take advantage of the Choices Program's offerings.

In addition to serving customers through home visits, the selected provider must also have the capacity to enhance work readiness and employability for the most challenging eligible customers who face significant barriers to employment. This will be achieved through specialized niche services, including:

- **Assistance with Barrier Removal:** Helping customers overcome severe and ongoing conditions that hinder their ability to become work-ready or retain employment.
- **Skill-Building Workshops:** Offering targeted workshop sessions to develop essential job skills and competencies.
- **Motivational Workshops:** Providing inspirational and motivational sessions to boost confidence and encourage a positive attitude towards employment.
- **Co-Case Management:** Collaborating with Workforce Center Operator to ensure comprehensive support and coordinated care for each job seeker.

The successful provider will deliver these services onsite in a full-service center, or a variety of sites ensuring that participants receive the intensive support they need to succeed in the workforce.

Additionally, the chosen agency will be responsible for providing two annual training sessions on Family Violence as it relates to the workplace for Workforce Center Operator staff. These training courses can be conducted either in person or virtual.

- 3. Social Services Program** Given the significant barriers and trauma our customers face Workforce Solutions for Tarrant County (WSTC) has recognized the critical need for Social Workers within our full-service centers. To address this, the Board is seeking to collaborate with an agency capable of providing three dedicated Social Workers. These professionals will offer personalized, one-on-one services to job seekers, both in-person and through virtual platforms.

Social Workers will play a pivotal role in:

- **Personalized Support:** offer one-on-one assistance to help individuals navigate personal and professional challenges. This includes creating tailored plans to address specific needs and goals.
- **Advocacy:** advocate on behalf of participants to ensure they receive fair treatment and access to opportunities within the community and workplace.
- **Emotional and Mental Health:** counseling and mental health services to help individuals manage stress, anxiety, and other emotional barriers that may impact their ability to seek and maintain employment.
- **Resource Connection:** connect job seekers with essential community resources, such as housing assistance, healthcare services, and financial support, to stabilize their living situations and remove obstacles to employment.
- **Crisis Intervention:** provide immediate support and intervention to ensure individuals receive the help they need to overcome urgent challenges.
- **Enhancing Job Readiness:** assist with developing soft skills, such as communication, time management, and problem-solving, which are crucial for workplace success.

This holistic approach should demonstrate how job seekers will receive the support they need to overcome barriers and achieve long-term employment success.

In addition to direct services, the selected provider will be responsible for delivering two Trauma-Informed Care training sessions annually to our Workforce Center Operator staff. These sessions, which can be conducted either in person or virtual. This training should equip our staff with the knowledge and skills necessary to effectively support individuals who have experienced trauma.

- 4. Paid Work Experience provided Concurrently with Literacy and Skills Training.** The Board is seeking to partner with an agency that has a proven history of successfully engaging high-risk young adults who face significant barriers. These young adults, aged 16 to 24, require both High School Equivalency (HSE) and paid work experience to enhance their future. The selected agency must demonstrate the capacity to serve 60 WIOA-eligible young adults, in coordination with Adult Education and Literacy provide HSE preparation and paid work experience concurrently.

Program Elements:

- **Open Entry/Open Exit:** The program should allow participants to join and leave at any time, providing flexibility to accommodate their unique circumstances.

- Entrance Requirement (Eligibility): Clear criteria for eligibility must be established to ensure that the program serves those who need it most.
- High School Equivalency (HSE) Preparation provided by AEL provider: On-site preparation that leads to the attainment of an HSE, equipping participants with the necessary academic credentials.
- Co-Case Management: Collaborating with Workforce Center Operator to ensure comprehensive support and coordinated care for each job seeker.
- Paid Work Experience: On-site paid work experience and wage administration that offers practical, hands-on learning opportunities.

Optional Enhancements:

- Refer appropriate student to Integrated Education and Training (IET) leading to an Industry Recognized Credential in an in-demand or targeted occupation leading to employment. The integrated model must provide a clear pathway and next step for the participant while supporting the basic skills deficient participants in successfully achieving their goals to education and employment. It must be provided concurrently with Paid Work Experience.
- Financial Literacy: Training to help participants manage their finances effectively.
- Life Skills: Development of essential life skills to support personal and professional growth.
- Group Mentoring: Opportunities for participants to receive guidance and support from mentors in a group setting.
- Job Readiness: Preparation for entering the workforce, including resume building, interview skills, and job search strategies.

Collaboration with Workforce Center Operator:

- Pre/Post Assessment: Assessments conducted before and after the program to measure progress and outcomes.
- Career Pathway: Development of individualized career pathways to guide participants towards their long-term career goals.
- Individual Monthly Reports: Regular reporting on each participant's progress to ensure accountability and continuous improvement.

5. **The Summer Earn and Learn (SEAL) Program** provides essential work-based learning and training services for students with disabilities. The Board aims to collaborate with an agency that has a proven history of delivering SEAL services and compensating participants. SEAL creates a framework for offering pre-employment transition services (pre-ETS) to students with disabilities, as required by Title IV of the Workforce Innovation and Opportunity Act (WIOA), which amended the Rehabilitation Act of 1973.

SEAL is a statewide initiative that includes Work Readiness Training and Paid Work Experience for students with disabilities aged 14 to 21. It will be available in Tarrant County

during the summer months when students are out of school. The Board is seeking providers with prior experience working with students with disabilities to offer the following services from April through September:

- **Pre-Employment Work Readiness Training:** Provide comprehensive training sessions designed to prepare students for work-experience placements. Each student will receive up to 6 hours of training, focusing on essential skills such as resume writing, interview techniques, workplace etiquette, and time management.
- **Work Experience for Students with Disabilities:** Offer meaningful work experience opportunities that help students with disabilities become familiar with the workplace environment. These experiences will enable them to develop transferable skills such as communication, teamwork, problem-solving, and adaptability.
- **Paid Compensation for Work Experience:** Ensure that students receive fair compensation for their time and effort. The program will provide a minimum of 5 weeks of work experience, with students working a minimum 5 hours per week. They will be paid up to \$19 per hour for the time they spend on the job, recognizing their contributions and encouraging their continued participation.
- **Employment Opportunities and Worksite Development:** Actively identify, recruit, and develop employment opportunities and worksites in both the public and private sectors. This includes building relationships with employers and creating a diverse range of work placements that cater to the needs and interests of students with disabilities.
- **Focus on High-Growth and High-Demand Occupations:** Target employment opportunities in high-growth occupations, skilled trades, crafts, and other high-demand fields. This strategic focus ensures that students gain experience in industries with strong job prospects, enhancing their long-term employability and career success.

Although this service is included in this RFP, if awarded, a contract including funding and student targets may not be available until March or early April of each year. Funding will be contingent on continuation of this program by the Texas Workforce Commission-Vocational Rehabilitation Division.

- 6. Mental Health Services and Trainings** the Board is seeking to partner with an experienced agency to provide comprehensive mental health services and training on a fee-for-service basis. Our goal is to enhance the mental well-being of individuals seeking employment, thereby improving their chances of securing and maintaining jobs.

The agency must provide detailed information on fixed unit costs and hourly training rates. The Board is particularly interested in the following types of services:

- **Individual counseling session:** One-on-one sessions tailored to address the specific mental health needs of job seekers. These sessions should focus on helping individuals manage anxiety, depression, and other mental health challenges that may impact their job search and employment stability.
- **Conflict Resolution:** Workshops and training sessions designed to teach techniques for resolving conflicts effectively. These sessions will aim to foster a harmonious

workplace environment by equipping job seekers with skills to handle interpersonal disputes and workplace tensions.

- Crisis intervention: Immediate support and intervention for individuals experiencing acute mental health crises. This service should ensure that job seekers have access to urgent care and stabilization when needed.
- Work/Life Balance: Offering strategies to help clients achieve a healthy balance between work responsibilities and personal life.
- Working with Individuals with Mental Illness: Educating staff on best practices for interacting with and supporting individuals with mental health conditions.

C. Performance & Outcome Assurances

The Texas Workforce Commission holds Workforce Solutions for Tarrant County accountable for meeting various performance measure outcomes each contract year. Attached you will find the performance measures and definitions for board contract year 2025. (See attachment A). This is provided to give proposers an understanding of the Boards performance requirements for this next year. It should also be used to assist proposers in not only the development of the types of service but also the establishment of performance outcomes that relate back to our workforce system. Successful proposals should include outcome-based assurances that clearly enhance the career center service provider's ability to achieve these contracted goals. The performance measures and definitions for 2026 will be provided if/when changes become available.

Section III. PROPOSAL FORMAT

A. Page Format

The Statement of Work may not exceed ten (10) double-spaced, single-sided 8.5-inch x 11-inch pages with 10-point Times New Roman or Arial font and 1-inch margins. Any attachments requested do not count against the 10-page limit.

B. Executive Summary

All proposals must include an executive summary. The Executive Summary may be no longer than two (2) double-spaced, single-sided 8.5-inch x 11-inch pages with 10-point standard text font and 1-inch margins. The Executive Summary does not count against the 10-page limit.

C. Job Descriptions & Organizational Charts

All proposals must include, as attachments, a job description of each proposed position to be funded under the proposal as well as a current organizational chart that shows each position that funding is requested for. These will not count against the 10-page limit for the Statement of Work.

D. Line-Item Budget and Budget Back-up

One line-item budget must be prepared for the 12-month period beginning October 1, 2025, and ending September 30, 2026. The proposer is responsible for submitting a line-item budget for all services to be provided, based upon anticipated costs. Complete the appropriate budget forms for the services to

be provided and include back-up documentation on how the amounts presented were calculated.

1. Required Budget Forms

a. Line-Item Budget

USE THE ATTACHED LINE-ITEM BUDGET FORM to establish your proposed budget.

b. Budget Back-Up: Personnel Costs

Use the form provided to account for all staff included in this proposal. Each position must be detailed on a separate line. For example, if a total of 3 staff is proposed, then the salary detail will have 3 lines.

c. Budget Back-Up: Personnel Fringe

Use the form provided to detail the fringe benefit costs for each proposed position using this form. The positions shown on this form will need to correspond to those listed in the personnel salaries detail.

2. Budget Back-Up

In addition to the forms required above, proposers must provide additional backup to justify the costs proposed and the amount budgeted for all other line items in the proposed budget. Proposers are expected to be clear and thorough in documenting costs in all line items in the budget.

Although a specific format for budget backup is not prescribed, the documentation should follow the order of the line-items in the budget. The backup should provide a level of detail sufficient to justify the proposed expenditure and show how the budgeted amount was developed.

3. Budgeting Considerations

a. Administrative Costs. In accordance with TWC guidance, all costs under this contract will be regarded as programmatic in nature. Therefore, it is not necessary to differentiate between admin and program costs in the budget.

b. Equipment. Proposers are advised that any budgeted equipment will be and remain the property of the Board. Equipment purchases must be made following procurement rules specified in the TWC Financial Manual for Grants and Contracts (FMGC), Procurement.

Successful proposers will be required to report equipment purchase to the Board when they are made. An inventory of all purchased equipment will also be required at contract close-out. Following close-out, a final determination will be made by the Board as to whether the equipment must be returned to the Board or may remain with the contractor for continued use.

Purchases of technology solutions, computer hardware, software, network devices, storage devices, printing equipment, telephone and web services by a contractor with funds received under a contract issued by the Board will require prior approval to ensure selected solutions are compatible and meet the required Board security standards.

c. Indirect Costs. Indirect costs will be allowed to proposers currently holding an approved indirect cost rate from a cognizant federal or state agency. Eligible proposers without such a rate may budget for a “de-minimis” indirect cost rate or 10% of MTDC, as provided for and subject to the limitations included in the OMB Uniform Guidance at 2 CFR 200.414.

- d. Profit. Private for-profit proposers may budget up to 10% of personnel and operations expenditures in profit.

4. Proposed Leveraged Resources:

Proposers are encouraged to bring to the table leveraged resources that they can offer in support of the proposed project. Proposers are requested to provide a narrative summary of any matching resources they may have to offer, and their dollar value.

5. Budget Evaluation/Establishment of Final Budget

The budget included in the proposal will be used as the basis for review and comparison of proposals and the award of a contract. It is expected that proposal budgets will be as realistic as possible based upon the funding estimates provided.

The final contract budget will be established during contract negotiations. The final budget will capture changes in funding that will occur prior to the beginning of the contract period and will require the allocation of all costs between fund sources, based on service to clients and the contractor's approved cost-allocation plan.

E. Preparation of Proposal Package

1. Instructions for Proposal Cover Sheet and Certification of Signatory Authority

Please complete and sign the Proposal Cover Sheet and Certification of Signatory Authority, which will be the first two pages of the proposal. Note that the signer of the 'Certification of Signatory Authority' certifies that they have authority to bind the proposing organization to contractual obligation. This signatory should execute all forms requiring signature.

2. Proposal Outline and Format

Proposers must submit a separate proposal for each project proposed. Submit proposals in conformance with the following outline:

- I. Proposal Cover Sheet (Workforce Solutions Form)
- II. Certification of Signatory Authority
- III. Executive Summary (Limit 2 pages)
- IV. Table of Contents
- V. Statement of Work (Limit 10 pages)

The statement of work will be submitted in the form of a narrative. The narrative should be composed in a concise, direct style that can readily be converted to a contractual statement of work. Please develop the Statement of Work narrative in conformance with the following content outline, and thoroughly address each element included in the outline.

A. Program Design/Description

1. **Enhancement Without Duplication:** Describe how your organization's unique service will complement and enhance the existing services provided by the current workforce center

operator. Identify the specific gaps your service will address and explain how it will integrate seamlessly without overlapping or duplicating efforts.

2. **Innovative Approach and Strategies:** Outline the innovative methods, designs, and strategies your organization will use to deliver services effectively and manage resources efficiently. Detail how you will ensure high-quality customer service and foster collaboration with the Career Center Workforce Center Operator and other ancillary partners. Highlight any unique tools, technologies, or methodologies that will make your service stand out.
3. **Increasing Customer Employability:** Explain how your proposed niche service will significantly enhance the employability of customers. Provide specific examples or case studies that demonstrate the effectiveness of your approach in improving job readiness and employment outcomes.

B. Program Objectives

1. **Outreach Collaboration** Outline your organization's plan to work closely with the workforce center operator for outreach efforts related to the proposed niche service. Describe the strategies you will employ to engage and attract eligible participants.
2. **Meeting Performance Objectives** Clearly define how the proposed outcomes will align with and meet the Board, program, and state contracted performance objectives. Provide measurable goals and explain the metrics you will use to track progress and success.
3. **Timeline and Benchmarks** Illustrate your organization's timeline for ensuring enrollments, managing expenditures, and meeting performance benchmarks. Include key milestones and deadlines to demonstrate your commitment to timely and effective program delivery.

C. Organization Capability/Demonstrated Effectiveness

1. **Past Performance and Experience** Detail how your organization has successfully delivered comparable or related services over the past three years. Include information on the status of monitoring reports, any corrective action plans implemented, and your current and past programmatic and fiscal performance.
2. **Personnel Qualifications** Describe the relevant experience and qualifications of your personnel as they pertain to the proposed niche service. Highlight any specialized skills, certifications, or expertise that will contribute to the success of the program.

VI. Line-item Budget and Budget Back-up

VII. Required Attachments

- A. Assurances and Certifications
- B. Texas Corporate Franchise Tax Certification
- C. Texas Sales and Use Tax Certification
- D. Administrative Management Survey and related documents
- E. Fiscal Management Survey and related documents
- F. Certification Regarding: Lobbying, Debarment, Cybersecurity Requirements, and Drug-Free Workplace.
- G. Certification Regarding Special Federal Award Terms and Conditions
- H. Certification Regarding Cybersecurity Requirements.
- I. Job Descriptions and Organizational Chart

Section IV. PROPOSAL EVALUATION, CONDITIONS, AND REQUIREMENTS

A. Evaluation

1. Minimum Standards of Review

A proposal must meet the following minimum standards before being considered for funding. The proposal must:

- have been received by the deadline;
- be complete with required signatures;
- contain signed assurances, certifications of debarment, lobbying, drug free workplace, franchise tax, surveys (administrative and financial), and certification of signatory authority;
- contain all required narrative, proposed budget, resolutions, and organization's most recent comprehensive financial audit;
- contain most recent Certificate of Good Standing or Certificate of Account Status from the Comptroller of Public Accounts;
- indicate if HUB certified, include certification number and certifying agency on cover sheet; and
- not contain evidence of real or apparent conflict of interest.

2. Evaluation Process

The policy of the WSTC Board is to conduct procurement in a manner that provides full and open competition. An award will be made only to an organization possessing the demonstrated ability to perform successfully under the terms and conditions of a contract. The process for evaluating proposals submitted in response to this Request includes: (1) Board Staff review; (2) review of staff funding recommendations by the appropriate Board Committee; (3) review and approval by the full WSTC Board; and (4) review and approval by the Tarrant County Workforce Governing Board.

3. Proposal Evaluation Criteria

All properly submitted proposals will be reviewed and scored based upon the criteria set forth below. Only those proposals that score a 70 or higher (based on the average of scores assessed by each member of the Review Team) will be forwarded to the Committee for further consideration.

Nature of the Proposed Services - 15 points

- The proposer proposed a niche service or services requested.

Quality and Clarity of Program Design - 25 points

- The proposer provided a clear explanation of how the unique service being proposed enhanced without duplicating those currently offered by workforce center operator.
- The proposer described innovative methods, design, and strategies that will be used to deliver services effectively and manage resources efficiently.
- The proposer detailed how they will ensure high quality customer service and foster collaboration with the Workforce Center Operator and other ancillary partners.
- The Proposer detailed any unique tools, technologies, or methodologies that will be utilized.
- The Proposer explained how the niche service will significantly boost the employability of customers and provided examples to illustrate this.

Responsiveness to Programmatic Objectives - 25 points

- The proposer clearly explained how they collaborate with workforce center operator to conduct outreach for the proposed niche service.
- The proposer described the strategies that will be utilized to engage eligible participants.

- The proposer clearly defined how the proposed outcomes will align with and meet the Board, program and state contracted performance objectives.
- The proposer provided measurable goals and explained the metrics that will be used to track progress and success.
- The proposer illustrated their organization's timeline for enrollments, managing expenditures, and meeting performance benchmarks. Included key milestones and deadlines to demonstrate commitment to program delivery.

Organizational Capability/Demonstrated Effectiveness - 25 points

- The proposer detailed how they successfully delivered of comparable or related services over the last 3 years.
- The proposer included information on the status of monitoring reports and any corrective actions implemented.
- The proposer included information on current and past programmatic and fiscal performance.
- The proposer described the relevant experience and qualifications of personnel that pertain to the proposed niche service.
- The proposer highlighted any specialized skills, certifications, or expertise that will contribute to the success of the program.

Cost Reasonableness/Cost Effectiveness - 10 points

- The proposer cost reasonableness based on a review of the Budget Sheets and accompanying budget narrative submitted with this proposal.
- The proposer ensured that the budgeted amounts do not exceed what would be incurred by a prudent person conducting the same business under similar circumstances.

HUB/Non-profit Bonus – 5 points

- Proposals that document HUB status and/or Private non-profit will be awarded five bonus points.
- HUBs and non-profit corporations must attach a copy of the notice of certification to be eligible for points awarded under this section.

TOTAL POINTS AVAILABLE - 105 points

4. Notification. All proposers will be notified of WSTC's funding recommendations. The successful Proposer(s) approved for funding by the Tarrant County Workforce Development Board will receive a Letter of Intent to contract for services, pending successful negotiation with the Board and finalization of contracts by legal staff.
5. Process for Submitting a Protest. Proposers who believe that they have been treated unfairly during the review process or have concerns about the application of state and federal regulations and policies may file a protest in accordance with the procedures set forth in Section H.8.
6. Right to Make No Awards. The Board specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such a variance is deemed in the best interest of the Board. The Board reserves the right to accept or reject any or all proposals submitted; to cancel this Request in part or in its entirety; or to reissue the Request for Proposals in part or in its entirety.
7. Conflict of Interest. Conflict of interest shall be avoided by all proposers in compliance with 20 CFR §627.420(c) for all issues regarding this RFP. No employee or Board member of a proposer shall cast a vote on, nor participate in any decision-making capacity on the provision of services by such employee or Board member of a proposer, or any organization that the employee or Contractor

Board member, of a proposer directly represents. No employee or Board member or a proposer shall vote on, nor participate in any decision-making capacity on any matter which would provide direct financial benefit to that employee or Board member of a proposer, or to any organization which that employee or Board member of a proposer directly represents. Workforce Solutions will reject proposals of those proposers who violate this condition.

B. Conditions of Bid

Following are conditions that apply to this Request for Proposals.

1. The intent of this RFP is to identify various prospective contract alternatives and obtain estimates of costs of services being solicited. The Board is under no legal requirements to execute a contract on the basis of any proposal received.
2. The Board specifically reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where such variance is deemed to be in the best interest of the Board, and TWC.
3. Proposals must conform to relevant state and federal laws and regulations governing the use of applicable funds.
4. The Board will negotiate contracts for services from proposals received for funding. The Board reserves the right to require specific modifications to proposals accepted for funding before agreeing to contract, including the increase or decrease in specific line items of cost, modifications to program design, or other modifications to bring the proposal into compliance with the Act, the Regulation(s), requirements of this Request, and/or Board policies and strategic plans.
5. The funding of any proposal is contingent upon receipt by the Board of funds from the State of Texas and/or the United States of America.
6. Any costs incurred by the proposer prior to the commencement date of a contract will not be paid from contract funds.
7. Board staff will not assist any proposer in the preparation of the proposal.
8. All proposals and any attachments, appendices, or other information submitted as a part of a proposal become the property of the Board upon submission and may be reprinted, published, or distributed in any manner by the Board according to open records laws, applicable state and federal policies and procedures, as well as those of the Board.
9. The Board reserves the right to accept or reject any or all proposals received; to cancel this Request in part, or in its entirety; or to reissue the Request.
10. To ensure that the needs of the entire Workforce Development Area are adequately met, the Board reserves the right to request additional information and/or negotiate areas to be served prior to selecting.
11. The Board reserves the right to waive any defect in this procurement process or to amend this solicitation as deemed necessary.
12. The Board reserves the right to conduct a review of records, systems, and procedures of any entity selected to receive funding. This may occur prior to or subsequent to the award of a contract. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of the contract.

13. The Board reserves the right to contact any individuals, agencies or employers listed in a proposal; to contact others who have experience and/ or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.
14. Solicitation and selection of proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of supplies, equipment, and services. Proposers are responsible for familiarizing themselves with these laws and regulations.
15. Profit margins will be negotiated with for-profit organizations. Profit will be treated as a separate line item within the budget and must be allocated across the cost categories. A fair and reasonable profit will be determined with consideration of the following: 1) complexity of work; 2) risk borne by contractor; 3) contractor's investment; and 4) quality of past performance. Under no circumstances shall contractor fees, profits and/or program income exceed 10% of the contract amount.

C. Administrative Requirements

Following are general administrative requirements that apply to all WSTC Board grantees/contractors.

1. **Nature of Agreement.** All WSTC Board grantees/contractors secured from this RFP are considered to be sub-recipients as defined in the Governor's Uniform Grant and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts. The WSTC Board may refer to the agreement between itself and the service organization as a "grant" or "contract," although it will be understood to be a sub-grant for services, and all federal or state requirements applicable to sub recipients will apply to WSTC Board grantees/contractors.
2. **General Rule.** WSTC Board grantees must comply with cost principles and administrative requirements set out in the federal OMB Uniform Guidance found at 2-CFR-200, Subparts D and E, and as supplemented by the final rules promulgated by the Texas Office of the Governor under the Uniform Grants and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts.
3. **Financial Systems.** The WSTC Board seeks to secure the services of an organization with a demonstrated ability to effectively manage and cost allocate across multiple funding streams, and with a demonstrated ability to operate and manage multiple programs with various mandatory performance outcomes.
 - a. **General requirements.** WSTC Board contractors must have financial systems that, at a minimum, meet the following standards:
 - (1) **GAAP.** In accordance with generally accepted accounting principles, financial systems must include: (a) information pertaining to any sub grant or contract awards, obligations, unobligated balances, assets, expenditures, and income, (b) effective internal controls to safeguard assets and assure their proper use, (c) a comparison of actual expenditures with budgeted amounts, (d) source documentation to support accounting records, and (e) proper charging of costs and cost allocation.
 - (2) **Sufficient system.** Financial systems must be sufficient to (a) permit preparation of required reports, (b) permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on use of such funds, and (c) permit the tracing of program income, potential stand-in costs, and other funds.

(3) State requirements. The State of Texas is allowed to impose additional requirements on sub recipient financial systems. The selected proposer(s) from this Request will be provided financial requirements for grant management established by the State of Texas.

(4) Accrual accounting. Financial systems are to be designed in order to report Workforce Solutions contract costs as accruals or modified accruals.

- b. Financial reports.** The Contractor will be required to provide financial reports to the Board on a regular, monthly basis in such detail and on such forms as required by the Board. The deadline for each month's financial report will be the 15th day of the month following the month for which the report is made. Failure to make reports on time may result in de-obligation of funds or termination of contracts.
- c. Contract advances.** The Board may authorize contract advances to the Contractor, provided the Contractor has and maintains sufficient financial systems and demonstrates the need for advance funds. Advances will not exceed 1/12 of the total contract amount and will be liquidated by the end of the subcontract performance period.

4. Audit

- a. Federal circulars.** The Contractor will have an audit made in accordance with the Single Audit Act of 1984, P.L. 98-502, and the audit requirements of the OMB Uniform Guidance found at 2-CFR-200, Subpart F.
- b. Organization-wide audit.** A contractor may arrange for a single, organization-wide audit of its programs that will include a financial and compliance audit of state or federally funded programs under the Board's contract, provided it is consistent with criteria found in the Texas Workforce Commission's Financial Manual for Grants and Contracts, and Workforce Solutions agrees prior to the audit process.
- c. Independent audit.** The Board reserves the right to conduct or cause to be conducted an independent audit of all funds received under the Board's contract, notwithstanding the requirements above. The audit may be performed by a local government audit staff, a certified public accounting firm, or other auditors that the Board will designate. Such audit will be conducted in accordance with applicable federal rules and regulations, contractual guidelines, and established professional standards and practices.

- 5. Property management standards. The successful Contractor(s) must maintain an inventory of all equipment and property purchased with funding received from the Board. The Contractor must also maintain, manage, and dispose of any property purchased with workforce funds in accordance with the Board's policies. All non-expendable property purchased with funds from the Board contract is considered to be the property of the Board, the State of Texas, or the federal government.
- 6. Records and records retention. The Contractor is required to prepare and maintain participant and financial records in accordance instructions from the Board. The Contractor is required to retain all records of a program year for a minimum of four years past the date upon which the Board accepts a grant/contract close out.
- 7. General reporting. The Contractor must provide such reports on participants, finances, and program operation as required by the Board.
- 8. Grievances. The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the State Grantor Agency (Texas

Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to, disputes, claims, and protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper jurisdiction.

The Board would like to have the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protester. The protester should contact, in writing, Ms. Robert Sturns, Workforce Solutions for Tarrant County, Executive Director, 1320 S. University Dr., Ste. 600, Fort Worth, Texas 76107, so that arrangements can be made for a conference between Workforce Solutions and the protester.

When the Board has agreed upon a selection, all proposers will be notified, in writing, of the results. Proposers not selected by this procurement process may appeal the decision by submitting, within ten (10) working days of receipt of Board notification of the procurement decision, a written request for debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The Board shall acknowledge receipt of the Request for Debriefing in writing within ten (10) working days of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible, and no later than ten (10) working days from the receipt of the request for debriefing. PLEASE NOTE: the Board extends the courtesy of offering a debriefing to any proposer who is not selected for funding. The ten (10) day time frame must be adhered to only if a proposer is considering an appeal.

The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful proposers understand why they were not selected. Board staff will meet with the appealing party and review the proposal evaluation process or the criteria for selection of proposals under the RFP, and how the appealing party's proposal was scored and/or ranked. The goal of this exchange to provide the proposer with a better understanding of the procurement process and with information on how to improve their proposal and to provide Board staff with important feedback that can be used to improve future procurements.

Proposals not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed with the Board Executive Director within ten (10) working days of the debriefing. Appeals must be in writing and sent to the Board at the following address:

Tarrant County Workforce Development Board
Attn: Robert Sturns, Executive Director
1320 S. University Dr., Ste. 600
Fort Worth, Texas 76107

The appeal must include, at a minimum, the following information: 1) A description of the Board action being appealed, 2) A citation of the law or regulation allegedly violated that forms the basis for the appeal, 3) A thorough explanation of the appeal, and 4) an original signature by the appealing organization's authorized representative. Appeals submitted by way of fax or e-mail will not be accepted. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in

order for the appeal to proceed. The filing of the complete appeal with the required time frame is a condition precedent. NO EXCEPTION WILL BE MADE TO AN APPEALING ORGANIZATION THAT DOES NOT FILE THEIR APPEAL WITHIN THE PUBLISHED DEADLINE.

Upon receipt of a complete and properly submitted appeal, the Board Executive Director will arrange for a meeting with the appealing organization's representatives (not to exceed three persons), and the Board's representatives, with a neutral, objective party present to mediate and resolve the process. The third party will provide a written disposition of the protest within 30 calendar days via certified mail to the lead organization representative, the Board representative(s), and the Board members.

Protest of the third party's disposition of the protest must be filed in writing via certified mail within ten (10) working days of receipt of the resolution of the initial protest. This communication should contain a thorough explanation of the reason for the protest of the objective third party's decision. Upon receipt of the protest, the Executive Director will contact the organization's representative to schedule a meeting with a committee of the Tarrant County Workforce Development Board. The committee will review the protest and the written disposition and will formulate a recommendation that will be forwarded to the Board at its next regularly scheduled meeting.

The protest will be considered by the Board at its next regularly scheduled meeting, at which time the protester will be provided the opportunity to address the Board in accordance with the Board by-laws. The Board's disposition of the protest will be provided to the organization's lead representative in writing via certified mail and will be final.

9. Accessibility. Contractors are required to ensure that all facilities in which services are conducted or performed pursuant to an executed contract are in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to physical and program accessibility.

10. Nondiscrimination and Equal Opportunity.

Contractor assures that it will comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of this agreement:

- * Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.*, and § 2000e-16, as amended.
- * The Rehabilitation Act of 1973 §§ 503, 504, and 508, 29 U.S.C. §§ 793, 794, and 794d, as amended.
- * Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688, as amended.
- * The Age Discrimination Act of 1975, 42 U.S.C. § 6101 *et seq.*, as amended.
- * The Americans with Disabilities Act, 42 U.S.C. § 12101 *et seq.*, as amended.
- * The Women in Apprenticeship and Non-traditional Occupations Act, 29 U.S.C. § 2501 *et seq.*, as amended.
- * Texas Government Code, Chapter 469, Elimination of Architectural Barriers and 16 TAC, Chapter 68, Administrative Rules of the Texas Department of Licensing and Regulation;
- * WIOA § 188; 29 U.S.C. § 3248.
- * 29 C.F.R, Part 38, Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA, and all other regulations implementing the laws listed above.

Contractor and its subcontractors:

- * shall ensure that the employees and personnel of the local workforce development system reflect the demographic composition of the LWDA, subject to the provisions of this Agreement and the Integrated State Plan;

- * may not deny services under any grant to any person and are prohibited from discriminating against any individual on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, 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 federal or state financially assisted program and/or activity; and
- * shall ensure that the evaluation and treatment of employees and applicants for employment are free from discrimination.

11. Insurance and bonding

- a. **General Liability Insurance.** Except at centers where the Board is the lessee, the Contractors will maintain general liability insurance for personal injury, bodily injury, and property damage in a minimum amount of \$500,000 per occurrence or \$1,000,000 in aggregate.
- b. **Participant Insurance.** Participants who do not qualify as “employees” (i.e., those participants who are not engaged in direct work activities such as work experience) must be covered by on-site medical and accident insurance. Participants who do qualify as employees must be covered by worker’s compensation or insurance comparable to worker’s compensation. All contractors must also ensure that employers, service providers, and caregivers accept liability for injuries while participants are on their premises.
- d. **Bonding.** The Contractor is required to maintain fidelity bonds on their staff members who handle grant funds. The bonds may be position or blanket and must cover at least the maximum amount of a monthly payment under a Workforce Solutions contract.
- e. **Property.** Except for governmental agencies, contractors must obtain insurance adequate to cover replacement costs resulting from vandalism, theft, fire, flood, windstorm, or other hazards for any property purchased with funds from Workforce Solutions grants or transferred to the contractor from the Workforce Solutions Board. Contractors that are governmental agencies may be required to replace any damaged, lost or stolen property from other than federal funds, if no insurance is in effect.
- f. **Documentation.** Contractors are required to provide the Board with copies or originals of all certificates demonstrating proper insurance coverage. Contractors are required to maintain certificates and policies on-site.

12. Organizational capacity. Proposers must demonstrate that they have the organizational capacity to administer a program in accordance with the requirements in this Request for Proposals. The Board reserves the right to conduct a pre-award survey of each proposer approved from this Request to determine the capacity of the proposer’s organization to operate a program, meet administrative requirements, and maintain an adequate financial system. The Board also reserves the right to deny a contract to any proposer approved for funding which does not make timely changes required by the Board, as a result of a pre-award survey, to bring its systems into compliance.

13. Resolutions. Private non-profit organizations and agencies of state or local government (including independent school districts and community college districts) responding to this RFP must include the following: (1) a resolution from proposer’s governing body or board authorizing the submission of the proposal; and (2) a letter of transmittal from the chief executive officer of the proposer’s organization. Private for-profit corporations submitting a proposal must include a statement signed by an authorized representative of the corporation authorizing submission of the proposal.

14. Security Management

- a. **Security Policies and Procedures.** Contractor must develop policies and procedures that ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud, and abuse as well as maintain a sophisticated and secure technology structure.
- b. **WSTC/TWC Policy Compliance.** Contractor staff shall follow all TWC (hereinafter referred to as “Agency” for purposes of this section) security guidance when making use of Agency information resources, Agency-provided data, and/or Agency-administered systems. *Additional information regarding Safeguards for TWC Information and Board Guidelines for Security is available upon request.*
 - Contractor shall ensure that the confidentiality of all client data is maintained in accordance with state and federal law.
 - Contractor shall also ensure the security of client data in hard copy and/or electronic files in accordance with WSTC and/or TWC information security policies, procedures, and guidelines.
 - Contractor, including all of its employees, must comply with all information technology access and user policies and requirements of WSTC and/or TWC.
- c. **Criminal Background Check.** The Contractor shall conduct criminal background checks on all personnel with access to WSTC and/or Agency information resources, as authorized by Texas law, and at Contractor expense, within fifteen (15) days of contract start date.
 - WSTC will not issue access or credentials until proof of a passed criminal background check has been provided.
 - Passing status must be maintained by Contractor personnel for the duration of the contract.
- d. **Breach Notification and Remediation.** In the event of a security violation, if a breach is detected, or if the Contractor has any reason to suspect that the security or integrity of WSTC and/or the Agency’s data has been, or may be, compromised in any way, the Contractor shall notify the WSTC Chief Security Officer within twenty-four (24) hours via email to CSO@workforcesolutions.net.
 - The time period for notifying WSTC under this section is reduced to one (1) hour for suspected security violations that involve protected health information of a covered person under 45 C.F.R. Parts 160, 162, and 164, such as Medicaid Information provided from, by or accessed through the Health and Human Services Commission systems as required by the Health Information and Portability and Accountability Act (HIPAA) and the Health Information Technology Act (HITECH).
 - Contractor must reasonably coordinate with WSTC to investigate any occurrences.
 - In cases of confirmed PII breaches, Contractor may be required to provide one (1) year of credit monitoring to any affected individuals.
- e. **Security Specifications for Equipment/Systems.** Any equipment/systems used by Contractor personnel to access, utilize, or store WSTC and/or Agency information resources must meet minimum security specifications. *Additional information regarding minimum security specifications is available upon request.*