

WORKFORCE SOLUTIONS FOR TARRANT COUNTY
Ancillary Workforce Services
Request for Proposals - Bidder's Teleconference
Questions and Answers
Wednesday, June 11, 2025
3:00 p.m.

1. What is the customer served target and expected population to be served for Financial Coaching Services?

Answer: The customer serve target is 50, which should include both TANF and WIOA Youth customers. This target is an estimate and will depend upon funding. The customers can be served in groups through workshops or in 1 on 1 sessions.

2. What is the customer served for Summer Earn and Learn (SEAL)?

Answer: Targets for SEAL are established by Texas Workforce – VR and typical are not released until February or March of each year. Historically Tarrant County has served 161 students in the SEAL Program.

3. Paid Work Experience paid concurrently with Integrated Education and Training?

Answer: For this proposal, the focus should not be on the cost of the IET/Occupational Training. Instead, it should emphasize that students who need to continue in paid work experience will have that opportunity. If awarded, this contract will only fund Paid Work Experience for youth who need to obtain a High School Equivalency. Once they achieve this, if there is a need to continue with paid work experience, the option will be available if the WIOA Youth are working toward a credential. Paid Work Experience while participating in IET is an optional enhancement. It is the expectation that all WIOA Youth participating in this service be enrolled in both Adult Education and Literacy and WIOA Youth Program. IET/Occupational Training can be funded through the Adult Education Partner and WIOA Youth Program due to co-enrollment.

4. Once awards are granted will Ancillary Partners be required to co-locate in the centers.

Answer: Ancillary Partners are not required to co-locate in the centers. However, the Social Services Program requires that the three Social Workers must be housed in full-service centers. The Board has designated a shared office in each full-service center for partners to use if available. Most of the current Ancillary Partners provide services at their organization due to the fact they are in Tarrant County. It is the expectation of the Board that whoever is awarded the Paid Work Experience offered with Education has the capacity to provide those services in one location. Some of the services being proposed can happen in person or virtually.

5. Is there a particular curriculum that the Board requires for use for job readiness for SEAL?

Answer: No, the curriculum must meet the requirements of Board VR Requirements Chapter 1 issued by Texas Workforce Commission.

6. If WIOA Youth is participating in Paid Work Experience and enrolls in IET, are they eligible for other funding?

Answer: Yes, those participating in paid work experience and enrolls in IET are eligible for WIOA Youth funding due to co-enrollment.

7. On page 20 of the RFP, mentions a letter of transmittal form to be submitted by the chief executive officer. Is that a part of the attachments?

Answer: The proposer can satisfy the requirements of 13. Resolutions on page 20 by completing and submitting the Certification of Legal and Signatory Authority for and the Proposal Cover Sheet form provided in the Proposal Forms and Attachments. Copies of supporting documentation (bylaws, minutes, etc.) should be attached, consistent with the authority selected on the form.

8. It is our understanding that the federal government changed the de minimis indirect rate to 15% of Modified Total Direct Costs (MTDC) as of 10/01/2024. Please clarify if the allowable de minimis indirect rate for this proposal is 15% or 10% (as listed on page 10 - item C).

Answer: Our review of the current rules confirms that the maximum for de-minimis indirect has increased to 15% in the Uniform Guidance. Proposers may elect to increase their indirect in accordance with the revised rules.

Proposers using the de minimis rate will need to ensure that their rate is applied only to the Modified Total Direct Cost (MTDC) in their budget, which includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.

9. If an agency decides to apply for more than one service area, will we have to submit a separate proposal for each, correct?

Answer: Yes, that's correct.

10. For Service area #2 what is the customer served target?

Answer: For planning purposes, the projected target is 30. The current denominator for the Choices program is 99. All customer service targets are for planning and based upon the availability of funding

11 To clarify on service #2 the list of services such as vocational education, training programs, and subsidized employment. The applicant would be helping individuals understand what's available through the Workforce. We would not be delivering those services, is that correct?

Answer: Correct it will not be the provider responsible to deliver these services only to make the TANF recipient that fail to respond to outreach aware of what's available through the Workforce Centers.

12. Does the Board have a system that would alert the chosen provider to those who are eligible and in need of counseling services? To clarify, would they have to be eligible for TANF, SNAP, or WIOA to receive the fee-based counseling?

Answer: Yes, and Yes

13. Does the Board have an option that after referral, the participant would be able to move into therapy within a certain amount of time?

Answer: No; time frames should be based off participant need.

14. Of the services requested how many are not contracted out?

Answer: There are currently two services not contracted at this time. Those services are Mental Health Services and Training and Financial Coaching Services.

15. On Service Area 2-**Outreach and Barrier Removal Services Choices Program**, please confirm the number of home visits estimated per week of the contract term and the total number of individuals expected to receive Barrier Removal Services? Are 3-6 home visits per week and 30 total participants in Barrier Removal the correct estimates?

Answer: For planning purposes, the customer served target for barrier removal is 30, referrals are initiated by Choices staff. This planning estimate can change based upon budget. There are currently 99 Choices denominator in Tarrant County. Outreach is not considered a separate service for Service Area 2 and should be added to the daily-to-daily function as needed. Home visits will only be required for those that cannot be contacted by phone or email. On average there are 3 TANF recipients weekly not responding to outreach to participate in the Choices Program that might need some sort of outreach efforts. The Board anticipates these home visits will not require full-time dedication, and the need for both home visits and barrier removal services will fluctuate depending on customer needs.

16. On Service Area 2, can the proposer include participant incentives in the budget request to help achieve outreach goals? If yes, are there any rules governing the incentives in the program?

Answer: No

17. Are incentives allowable in the budget?

Answer: No incentive payments are the responsibility of the Core Contractor

18. The one-page RFP Notice (dated May 28, 2025) states, "Funds projected to be available for the performance of services for the first year of awarded contracts is estimated to be approximately \$900,000, excluding additional funding for the Summer Earn and Learn project." Section C.1. of the RFP (page 3 of 23) states, "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 \$9,000,000, excluding Summer Earn and Learn (SEAL). Please clarify if available funding for the first year of awarded contracts, excluding SEAL, is \$900,000 or \$9,000,000.

Answer: The planned amount is nine hundred thousand, and that is subject to the availability of funding in our FY 2026 budget.

19. Regarding the number of copies to submit with each proposal, the RFP states, "Please submit the five (5) copies bound with a staple or binder clip in the upper left-hand corner." Can the "unbound original," which will clearly be marked as original, also be bound to ensure it does not disperse during shipping?

Answer: Please follow the instructions in the RFP.

20. Item 3.b in Section D. Line-Item Budget and Budget Back-up, references equipment. Will WSTC provide equipment or is the contracted provider responsible for procuring and purchasing equipment, which becomes the property of WSTC?

Answer: If your project requires equipment, please include the cost of that in your budget. The logistics of getting that will be a separate issue to address in the event of an award.

21. Also related to equipment, is a contracted allowed to use their own equipment and allocate program-specific costs to the contracts?

Answer: Contractors may allocate costs to their projects as allowed in the Uniform Guidance and TWC's FMGC.

22. On page 12 of the RFP, the list of Required Attachments does not include the NON-DISCRIMINATION AND EQUAL OPPORTUNITY CERTIFICATION document. Do proposers include it after the Texas Sales and Use Tax Certification and before the Administrative Management Survey?

Answer: Please complete and return all forms in the packet.

23. The list of Required Attachments also does not include the Certification Regarding Conflict of Interest document. Do proposers include this after the Certification Regarding: Lobbying, Debarment, Cybersecurity Requirements, and Drug Free Workplace and before the Certification Regarding Special Federal Award Terms and Conditions?

Answer: Please complete and return all forms in the packet.

24. Are supportive services allowed to be budgeted and paid by contracted service providers to eligible program participants?

Answer: No; Supportive services are the responsibility of the core contractor.

25. Are contracted service providers responsible for tracking, obligating and de-obligating education and training payments, supportive services, and any other direct customer payments, is the contracted service provider or WSTC responsible for making payments to vendors?

Answer: You should be prepared to manage, track, and report what you are proposing.

26. If contracted service provider is responsible, which specific client service payments are included and what is the process for reporting client services obligations/payments to WSTC?

Answer: You should be prepared to manage, track, and report what you are proposing.

27. If WSTC is responsible for client service payments, what is the contracted service provider's responsibility for reporting client services payment obligations to WSTC?

Answer: You should be prepared to manage, track, and report what you are proposing.

28. Can WSTC provide number of customers served, cost limits, and average participant costs for each of the following workforce services?

- Subsidized Work Experience
- Support Services
- Customer Incentives

Answer: Unfortunately, we cannot these customers will be co-case managed.

29. Can WSTC provide policies for the workforce services listed in Question 13?

Answer: Policy will be shared once contracts are awarded.

30. Does WSTC require contracted service providers to have a physical office location

in Tarrant County?

Answer: This question goes to the design of your offered program and we decline to engage in that.

31. Will WSTC allow contracted service provider staff to work remote?

Answer: This question goes to the design of your offered program and we decline to engage in that.

32. Besides TWC's Work in Texas case management system, what other data information software/systems are the contracted service provider required to use and are those costs covered by WSTC?

Answer: Work in Texas is the required case management system.

33. Does WSTC utilize a paperless data management system? If so, what system is in place?

Answer: The proposer should be prepared to manage their client documentation.

34. How will WSTC ensure that the Workforce Center operator (C2 Global Professional Services) will work collaboratively with selected niche service providers, including those that are "competitors" with C2 in other workforce areas?

Answer: C2 is contractually required to cooperate with our niche services providers.