

# REQUEST FOR PROPOSALS #10-289 CHILD CARE TRAINING

**DATE:** July 30, 2010

**SUBMIT PROPOSALS:** Darla Johnson  
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**DEADLINE FOR PROPOSALS: Proposals must be received in our office by 3:00 p.m. August 20, 2010.**

Offers may be submitted by U.S. mail or other courier, fax, or email. **Proposals received after the deadline will not be reviewed.**

## MINIMUM SPECIFICATIONS

WorkForce Solutions Deep East Texas provides policy and program guidance and exercises independent oversight and evaluation of workforce development programs and services that affect area employers, residents and job seekers. One aspect of these services is subsidized child care. Workforce Solutions Deep East Texas serves the workforce development area (WDA) which includes Angelina, Jasper, Newton, Nacogdoches, Houston, Trinity, Shelby, Polk, San Augustine, San Jacinto, Sabine and Tyler counties.

WorkForce Solutions Deep East Texas is seeking one or more proposals to provide a one day Saturday conference to be offered to child care providers in the twelve-county area with a focus on improving the quality of child care for infants, toddlers and preschoolers. The conference must be offered between January 1, 2011 and May 31, 2011. The conference should be directed at child care teachers and directors in topics appropriate to the provision of quality child care services in early childhood programs. The conference may include special issues that will enhance teacher capacity to serve children with disabilities and care for children with special needs. Training must be research-based and consist of professional development activities related to early learning and child development which will train new caregivers or offer ongoing professional development opportunities. As part of the conference, participants will

receive developmentally appropriate toys and equipment that will enhance their ability to provide quality care for infants, toddlers and preschoolers.

## **ELIGIBLE BIDDERS**

Eligible and qualified entities are those entities with at least 3 years experience in the delivery of training for child care providers who are able to demonstrate the capacity to hold and conduct training for child care providers in the WDA. Training must be delivered by qualified professionals. A qualified professional is one with at least a bachelor's degree in child development, early education, or a similar field, along with experience working with young children in an early learning setting. The bidder must be able to order and purchase a large amount of toys and equipment to be given out at the conference, following procurement procedures recognized by the State of Texas. The cost of these items must be part of this bid.

## **AMOUNT OF FUNDING AVAILABLE**

The total funding available for the conference shall not exceed \$120,000.

## **SUBMITTING A PROPOSAL**

Proposals must completely address each of the following items:

### **1. Conference:**

For the one day conference you propose to provide:

- A description of the conference, including the topics to be covered
- The number to be trained
- Where the training will be held within the workforce development area
- How the training will improve the quality of child care
- How you will determine what toys and equipment to purchase

### **2. Qualifications of the organization**

Brief description of organization and qualifications to provide this service  
Resumes of key personnel to be involved  
Public, private and faith-based organizations are eligible

### **3. Qualifications of the trainer(s)**

Bachelors degree or higher in Early Childhood Education or similar degree  
Or five (5) years experience in Early Childhood Development training  
References

#### **4. Cost**

Itemize the costs of the proposed training(s), and provide a budget narrative sufficient to explain all charges.

The intent of this RFP is to identify various prospective contract and/or agreement alternatives and obtain estimates of costs of services being solicited. The Board is under no legal requirement to execute a contract and/or agreement on the basis of any proposal received.

No employee, member of a Board of Directors or other governing body, or representative of a proposer who submits a proposal under this Request may have any contact outside of the formal review process with any employee of the Deep East Texas Local Workforce Development Board, Inc. or any member of the Deep East Texas Local Workforce Development, Inc., for purposes of discussing or lobbying on behalf of the proposer's proposal. This contact includes written correspondence, telephone calls, personal meetings, or other kinds of personal contact. The Board will reject proposals of those proposers who violate this condition.

The Board is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest will be accepted by the State Grantor Agency (Texas Workforce Commission) until all administrative remedies at the grantee (Board) level have been exhausted. This includes, but is not limited to, disputes, claims, 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 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.

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

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