



MEMORANDUM

TO: Interested Parties
FROM: Nelda Rios, Contracts and Procurement Specialist
DATE: February 9, 2025
SUBJECT: RFP for Management of Direct Child Care Services System (RFP 25-02)

The Coastal Bend Workforce Development Board, dba Workforce Solutions Coastal Bend (WFSCB) is soliciting responses from qualified individuals or firms for the Management of Direct Child Care Service System for Fiscal Year 2025-26. The contract may be renewed for three (3) additional one-year periods beyond the original acceptance award for a total not to exceed four (4) years.

WFSCB serves the eleven (11) county Coastal Bend Region consisting of the following counties: Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Nueces, Refugio, and San Patricio. WFSCB is seeking a contractor knowledgeable and with experience in quality management, successful program implementation, and exceptional performance outcomes to manage its Direct Child Care Services Program which employs a “client-centered” approach to deliver services and that places emphasis and attention on the child care customer. The contractor will design a program service delivery system that provides direct child care services to eligible families in the Coastal Bend Workforce Development Area using a Case Management Service Delivery Model.

The RFP will be available on Tuesday, February 18, 2025 at 2:00 pm Central Time and can be accessed on our website at: <https://www.workforcesolutionscb.org/about-us/procurement-opportunities/> or by contacting Nelda Rios at 361.885.3020 or nelda.rios@workforcesolutionscb.org

A Pre-Proposal Conference will be held on Monday, February 24, 2025 at 10:00 am Central Time in the Main Conference Room at WFSCB’s Administrative Offices located at 400 Mann Street, Suite 800, Corpus Christi, Texas 78401. The purpose of the meeting is to review the RFP requirements and answer any questions related to the RFP. While this meeting is not mandatory, attendance is strongly recommended. Parties unable to attend in person may participate virtually from a computer, tablet, or smart phone via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/86756631496?pwd=RdlpEbsqAEWANbObATcVLgwEbSZWdr.1>

US Toll-Free: 888 475 4499

Meeting ID: 867 5663 1496

Passcode: 777808

The RFP process consists of the submission of an Application and a Proposal. **Applications are due on Monday, March 17, 2025 at 4:00 pm Central Time** and **Proposals are due on Monday, April 28, 2025 at 4:00 pm Central Time**. Responses should be submitted via email to nelda.rios@workforcesolutionscb.org or may be hand delivered or mailed to: Workforce Solutions Coastal Bend, 400 Mann Street, Suite 800, Corpus Christi, Texas 78401.

Workforce Solutions Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 711 (Voice). Historically Underutilized Businesses (HUBs) are encouraged to apply.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.