

TEXAS COMMUNITY ACTION AGENCY

Proposal Solicitation for Training, Assessment, Consultation, and Access to ROMA Trainers

SECTION ONE: Purpose

The purpose of this proposal solicitation is to obtain Certified ROMA Trainers and/or Community Action Specialized Consultants to conduct: (only the items checked are being solicited)

- Intro to ROMA Training
- Board and Management Training
- Advanced or Specialized ROMA Training
- Leadership Development Guidance
- Strategic Planning
- Organizational Standard 4.3 Compliance Testing
- Organizational Standards Compliance Testing (complete)
- Organizational Strategic Planning Implementation Testing
- Organizational Assessment of Processes
- Organizational Assessment of Policies
- Community Assessment
- Ongoing access to Nationally Certified ROMA Trainers for
- Frontline
- Management
- Board of Directors
- Administrators

SECTION TWO: Description of Entity and why services are being sought

The Economic Opportunity Advancement Corporation (EOAC) is a private, non-profit, 501©3, Community Action Agency serving nine counties: McLennan, Falls; Bosque, Freestone; Limestone, Hill; Johnson, Ellis; and Navarro.

EOAC administers five major services including Community Programming, Child Care Services; Weatherization, Head Start/Early Head Start; and the Waco Charter School.

Services are being sought to assist EOAC in developing a strong *Strategic Plan for the 2019-2024* period, as well as supporting Organizational Standards Compliance testing, Community Assessment, Organizational Standards Implementation Testing and other services as outlined in **Section One: Purpose**, found on page one (1).

SECTION THREE: Proposal Requirements

Responses to the Bid Solicitation must contain the following information:

A. Fee for Services:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

B. Per Diem costs

C. Hotel costs

D. Mileage reimbursement rates

E. Other Incidental Fees

F. Fees for on-site and off-site evaluation of Agency documents

G. Suggested timeline for training / assessment / testing

H. Experience providing ROMA Training to small business or corporations

I. Experience providing training to

- 1. Front Line Case Management Staff
- 2. Management Staff
- 3. Boards
- 4. Support and Other Program staff

J. Provide a description of training methods and tools that have proven to be successful for you in delivering ROMA Training.

K. Provide a description of tools, activities and communication that enabled your team to be successful in working with organizations on an ongoing basis regarding ROMA.

L. Statement disclosing all relationships which might be a conflict of interest.

M. Knowledge of OMB (Office of Management and Budget) Circulars and TAC (Texas Administrative Code) requirements

SECTION FOUR: Proposal Rejections

The Agency reserves the right to reject any or all submissions, in whole or in part, for any reason without incurring any costs or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. If a proposal fails to meet a material requirement in the proposal solicitation SECTION THREE, it will be considered incomplete.

All proposals may be rejected in any case where it is determined that the proposals are not competitive or where the cost is not reasonable. Where it is determined that sufficient competition does not exist, the Agency may solicit permission from TDHCA to enter non-competitive negotiations or invoke sole-source.

Proposals that contain false or misleading statements may be rejected if in the Agency's opinion the information was intended to mislead the Agency regarding a bid requirement.

SECTION FIVE: Proposal Submission Instructions

One original with two copies of the bid must be submitted no later than 9:30 a.m. on March 22, 2019. Proposals received after that date will not be considered. It is the responsibility of the submitting entity to ensure that the proposal is received by the Agency by the deadline. The Agency will not be responsible for the US Postal Service or Delivery Services failure to deliver the proposal by the due date and time. Sealed proposals should be mailed or delivered to: Attention: Kristine Jackson, CFO

Economic Opportunity Advancement Corporation

500 Franklin Avenue, Waco, Texas 76701

All costs incurred in the preparation of the proposal responding to this solicitation will be the responsibility of the submitting entity and will not be reimbursed by the Agency.

SECTION SIX: Proposal Reviews

All proposals will be evaluated based on a point system by a committee appointed by the Agency Executive Director, or their assigns. Efforts will be made by the Agency to utilize small businesses and minority-owned businesses. The Agency will not discriminate regarding race, color, creed, sex, religion, national origin, disability, marital status, parenthood or age.

The Agency reserves the right to award the contract to the submitting entity whose proposal is most advantageous to the Agency, regardless of scoring results.

SECTION SEVEN: Award Notification

Upon conclusion of final negotiations with the successful submitting entity, all entities submitting proposals in response to this Proposal Solicitation will be informed in writing of the name and the successful submitting entity.

SECTION EIGHT: Protests

All protests regarding the solicitation process must be submitted in writing to the Executive Director within (5) five business days following the opening of the proposals. Failure to protest within the time frame will constitute a waiver of protest.

SECTION NINE: Questions

Inquiries concerning this Proposal Solicitation should be directed to
(name) Kristine Jackson (phone) 254-753-0331 ext. 1502 or emailed to
(email) kristine.jackson@eoacwaco.org. Deadline for inquiries is
(time) 10:30 a.m. on (date) March 14, 2019.

SECTION TEN: Preferences

The Agency prefers proposals which include:

- Fees and costs which are based on calculable data such as hours, miles, or fixed costs. (Costs must be reasonable, allowable, and allocable with regard to federal regulations.)
- The use of Certified Master ROMA Trainers
- The use of Certified Community Action Professionals
- The use of personnel who have worked within the Community Action Network
- The use of Calibri 12 pt font (no smaller)
- The use of bookmarks in a PDF document to organize the proposal

SECTION ELEVEN: Scoring

- A. Experience providing ROMA Training to small business or corporations (30 points)
- B. Experience providing training to (30 points)
 - 1. Front Line Case Management Staff
 - 2. Management Staff
 - 3. Boards
 - 4. Support and Other Program staff
- C. Description of training methods and tools that have proven to be successful for you in delivering ROMA Training. (30 points)
- D. Description of tools, activities and communication that enables your team to be successful in working with organizations on an ongoing basis regarding ROMA. (30 points)
- E. Fees (30 points)
- F. Non-fee costs (30 points)
- G. Overall value of proposal toward meeting the Agency's needs (20 points)

3/1/2019