

04.08.2026-Question and Answer Document regarding Concho Valley Workforce Development Board Request for Proposals (RFP) Operation and Management of Workforce Solutions of the Concho Valley Center, Programs, and Child Care Services released 03.30.2026

1. The RFP does not reference a Pre-Bid/Bidders Conference. Can you please confirm that is correct?

CVWDB Response: This is correct. CVWDB is not conducting a Pre-Bid/Bidders Conference for this RFP.

2. Does CVWDB have a cap or limit on indirect rates and/or management fees?

CVWDB Response: CVWDB does not have a formally stated cap or fixed limit on indirect rates or management fees. This procurement is primarily federally funded, all proposed costs must be allowable, reasonable, allocable, and compliant with applicable federal cost principles.

Proposed indirect rates and/or management fees should be reasonable, cost-effective, clearly justified, and appropriate to the scope of work. CVWDB reserves the right to negotiate indirect rates, management fees, and/or total costs during the contract award process to ensure fiscal responsibility and compliance with funding requirements.

3. On pages 46 and 47 (of 53) of the RFP include references to the “*proposal narrative is contained in Section C of Section IV of this RFP.*” However, Section IV. Proposal Preparation and Submission of the RFP list the proposal narrative as Section B. Is the proposal narrative section B or C?

CVWDB Response:

Within Section IV. of the RFP, there are two references to the proposal narrative, both are intended to be read together.

Section B., titled “Proposal Narrative Components” (page 45 of 53), of Section IV., under Proposal Components, provides detail and specific content requirements that must be addressed within the proposal narrative.

Section C. #4, titled “Proposal Narrative” (page 49 of 53), of Section IV., under Proposal Submission Requirements, provides the general instructions for the preparation, components, and submission of the proposal narrative.

Proposers should submit a single, comprehensive proposal narrative prepared in accordance with Section C, ensuring that all required elements identified in Section B are fully addressed within that narrative.

Please note that page references may vary depending on formatting, printing, or PDF viewer settings. Proposers are advised to rely on section titles and headings rather than page numbers when referencing the RFP.

4. Please clarify the required letter/numbering sequence for the proposal narrative.

In Section IV. Proposal Preparation and Submission of the RFP, subsection B. Proposal Components (pages 46-50 of 53) consists of the following sub-subsections:

A. Executive Summary

B. Proposal Narrative Components

- Organizational Capacity and Capability
- Staffing and Staff Development
- Systems to Ensure Compliance
- Demonstrated Experience/Effectiveness
- Customer Service Delivery Design-Employers & Job Seekers

Immediately following, are the following sub-subsections:

G. Financial Management

H. Budget and Cost Analysis/Cost Reasonableness

H. Youth Elements Narratives

Meanwhile, pages 51-52 (of 53) list the following order for section C Proposal Narrative-Components of the Proposal Narrative:

- a. Organizational Capacity and Capability
- b. Demonstrated Experience/Effectiveness
- c. Staffing and Staff Development
- d. Customer Service Delivery Design
- e. Systems to Ensure Compliance
- f. Financial Management
- g. Budget and Cost Analysis /Cost Reasonableness
- h. Youth Elements Narrative

Which letter/numbering sequence should we follow: the sequence found on pages 46-50 (of 53), or the sequence found on 51-52 (of 53)?

CVWDB Response: Please follow the sequence found in Section IV, C. Proposal Submission Requirements, 4. Proposal Narrative.

5. Please confirm that sub-subsection H. Youth Elements Narrative is not counted as part of the 25-page narrative page limit.

CVWDB Response: Sub-subsection H. Youth Elements Narrative is not counted as part of the 25-page narrative page limit.

6. Is there a page limit for sub-subsection H. Youth Elements Narrative?

CVWDB Response: There is not a page limit for sub-section H. Youth Elements Narrative.

7. Per the RFP, Appendices J & N are for informational purposes. Do they also need to be included as part of the proposal packet?

CVWDB Response: Documents included in the RFP for informational purposes are intended to provide background and guidance for proposers. These documents are not required to be submitted as part of the proposal, unless explicitly identified as a required form or attachment.

8. Should Appendices L, M, N, P, Q, R, S, and T be submitted as separate tabs in a single Excel file, or can they be submitted as separate Excel files with the respective Appendix file name?

CVWDB Response: CVWDB prefers submission as a single Excel file with clearly labeled tabs for ease of review; however, submission of separate Excel files for each appendix is acceptable, provided all required appendices are clearly identified and submitted in full.