

TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 20-17, Ch. 1
Date:	October 12, 2017
Keyword:	AEL; WIOA
Effective:	Immediately

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers

From: 
Courtney Arbour, Director, Workforce Development Division

Subject: **Adult Education and Literacy Grant Proposal Reviews—Update**

PURPOSE

This revised WD Letter provides Local Workforce Development Boards (Boards) with additional information and guidance on reviewing proposals submitted by offerors to the Texas Workforce Commission’s (TWC) Adult Education and Literacy (AEL) statewide local provider grant solicitation, issued under Title II of the Workforce and Innovation Opportunity Act (WIOA), also known as the Adult Education and Family Literacy Act (AEFLA).

RECISSIONS

WD 20-17

BACKGROUND

On August 22, 2017, TWC issued a grant solicitation as Request for Proposals (RFP) 320-18-01 for local AEFLA services to begin July 1, 2018. The grant solicitation was published on the website Electronic State Business Daily, at <http://esbd.cpa.state.tx.us/>. The website is managed by the Texas Comptroller of Public Accounts.

TWC is required to follow the award process for AEFLA grants outlined in WIOA regulation §463.20. The process includes a requirement that TWC consider the degree to which an offeror demonstrates alignment between AEL activities and services and the strategy and goals of the Board’s plan as required by WIOA.

WIOA regulation §463.21(b) requires Boards to review proposals submitted to TWC within the designated time frame to provide TWC with recommendations related to alignment with the Board’s plan. The Board’s proposal review process for alignment with the Board’s plan is separate from the proposal evaluation process. TWC will review Board responses to proposals after TWC completes the separate TWC proposal evaluation and the scoring process is complete. Boards will make recommendations to TWC to promote alignment with the Board plans in accordance with WIOA regulation §463.20.

PROCEDURES

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

NLF: Boards must follow the review process explained below:

- By October 16, 2017, the Board’s executive director or designee must:
 - designate a point of contact for the review and notify TWC of the contact at RFPgroup@twc.state.tx.us;
 - identify one or more of the Board’s members or staff members, which may also be the point of contact, to review the proposals of local AEL providers; and
 - submit to TWC for each identified reviewer the Nondisclosure and Conflict of Interest Statement (Attachment 1) by sending an e-mail to TWC at RFPgroup@twc.state.tx.us.
- On or after November 2, 2017, TWC will send each Board the narrative portion of all proposals submitted for consideration to TWC from within the local workforce development area (workforce area). Board areas affected by Harvey, as defined in Amendment I of RFP 320-18-01, will receive the narrative portion of the proposals on or after November 10, 2017. Proposal budgets will not be sent to the Board for review. TWC will send AEL proposals only to Boards that have submitted a Nondisclosure and Conflict of Interest Statement for each individual designated to review proposals and make recommendations.
- By November 21, 2017, or as otherwise directed by TWC, the Board must submit the AEL Local Service Provider Grant Review and Comment Form (Attachment 2) for each proposal to TWC at RFPgroup@twc.state.tx.us.

NLF: Boards must not review the following proposals, to avoid potential conflicts of interest:

- Proposals submitted by a Board
- Proposals that include a signed formal letter of agreement with a Board as part of a consortium
- Proposals that include a signed formal letter of agreement with a Board as a partner

NLF: Boards must review all proposals submitted to TWC for the Board’s workforce area, unless there is a conflict of interest, and provide TWC with recommendations to promote alignment with the Board’s plan but must not evaluate and score proposals or sections of proposals.

NLF: Staff designated by the Board to review proposals for alignment with the Board plan must use the AEL Local Service Provider Grant Review and Comment Form (Attachment 2) for the review.

NLF: Staff members designated by the Board to review local AEL proposals must review the responses submitted by local offerors in response to RFP 320-18-01, §20.4, Alignment with Boards, Texas Workforce System, and Community Partners.

NLF: Staff members designated by the Board to review local AEL proposals must not divulge information about the grant proposal review to anyone other than the authorized TWC contact (listed on page 83 of TWC’s Request for Proposal, 320-18-01) or the Board’s review committee.

NLF: Boards must provide TWC with any recommendations related to alignment with the Board plan using the AEL Local Service Provider Grant Review and Comment Form (Attachment 2).

LF: Boards may, and are encouraged to, review the entire proposal.

NLF: Boards must send any inquiries on the RFP review process to RFPgroup@twc.state.tx.us.

INQUIRIES

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

ATTACHMENTS

Attachment 1: Nondisclosure and Conflict of Interest Statement

Attachment 2: AEL Local Service Provider Grant Review and Comment Form

Attachment 3: Revisions to WD Letter 20-17 Shown in Track Changes

REFERENCES

Workforce Innovation and Opportunity Act

Adult Education and Family Literacy Act

20 United States Code §3321(e)(10)

WD Letter 22-16, Change 1, issued December 5, 2016, and entitled, “Local Workforce Development Board Planning Guidelines for Program Years 2017–2020—*Update*”

Request for Proposals 320-18-01