

YWCA IS ON A MISSION

REQUEST FOR QUOTATION FOR
EARLY LEARNING AND SCHOOL AGE LEARNING
MATERIALS, SUPPLIES AND EQUIPMENT

RFQ# 19-1001

RELEASE DATE: OCTOBER 9, 2019

QUOTATIONS DUE: OCTOBER 21, 2019

CONTACT INFORMATION:

Rocio L. Castruita
r.castruita@ywcaelpaso.org
201 E. Main St., Suite 400
El Paso, Texas 79901-1383
www.ywcaelpaso.org

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR QUOTATION FOR EARLY LEARNING AND SCHOOL AGE MATERIALS, SUPPLIES AND EQUIPMENT**

Young Women’s Christian Association El Paso del Norte Region (referred to as YWCA) extends a request for sealed bids for the purchase of materials, equipment and supplies to support the Child Care Services Division’s enhancement of quality of their Child Care providers consisting of up to four hundred (400) early learning centers and child care homes.

Concurrently, this request will also serve YWCA programs that care for children and students to include but not limited to our School Age and Early Learning Academy Divisions in their needs for early learning materials, supplies and equipment to be utilized at over 40 afterschool care programs and seven early learning academies.

Background Information

YWCA is a 501(c)(3) not-for-profit organization formed as a women’s membership movement. YWCA is the largest in the nation, serving almost 40,000 households annually. The organization employs approximately 400 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants and approximately \$28 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code. A Board of Directors composed of thirty-two (32) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission that states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs and workforce and leadership development. YWCA is the largest provider of transitional housing for homeless women & their children, and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most-experienced and devoted child care provider in the region, servicing children of our El Paso community with the utmost care, quality and respect within our seven (7) early learning academies. YWCA is also the largest provider of licensed, high-quality afterschool programs in the region with over forty (40) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also provides racial justice training throughout the community and collaborates with many local public and private organizations to meet the needs of our community.

Administrative offices are located at 201 E. Main St., Suite 400, El Paso, TX 79901. Other offices are located throughout the city of El Paso. Activities are further detailed in our web site, www.ywcaelpaso.org and on Facebook, Twitter and Instagram.

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR QUOTATION FOR EARLY LEARNING AND SCHOOL AGE MATERIALS, SUPPLIES AND EQUIPMENT**

GENERAL INFORMATION

Procurement Standards

Procurement of goods and services shall comply with the guidelines of 2CFR 200 and Texas Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the maximum extent practical, open and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

Eligibility To Respond

Organizations able to meet the technical specifications for quality and other terms of this request package and not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective vendor must affirmatively demonstrate responsibility. A prospective vendor, by submitting a quotation, represents to YWCA that it meets the following requirements:

- Possesses or is able to obtain adequate financial resources as required to perform under this RFQ.
- Is able to comply with the required or proposed RFQ.
- Has a satisfactory record of integrity and ethics.
- Be otherwise qualified and eligible to receive an award.
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFQ.

For purposes of this RFQ, interested contractors are referred to as Potential Vendors, Proposers, Respondents, Bidders, or Applicants.

Authorized Agency Contact

All communications regarding this Request for Quotation (RFQ) must be addressed solely to Rocio Castruita, Contracts and Compliance Officer, email at r.castruita@ywcaelpaso.org.

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party with respect to the award of a YWCA contract. Communication is prohibited from the day that the request for quotation (RFQ) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists or consultants of bidders, service providers or potential vendors and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the written question process described below. Potential applicants are asked to respect these conditions by

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR QUOTATION FOR EARLY LEARNING AND SCHOOL AGE MATERIALS, SUPPLIES AND EQUIPMENT**

not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

Changes, Amendments, Withdrawal, Re-Issuance

YWCA reserves the right to amend or withdraw this RFQ at any time; reject any and all applications; re-issue this RFQ and/or waive technicalities and to accept the quotation(s) which in its judgment is in the best interested of the agency and its employees.

SCHEDULE OF ITEMS

RFQ Packets

Request for Quotations packet will be available beginning on and after 10:00 A.M. MST on Wednesday, October 9, 2019 at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFQ will also be available on the YWCA website at www.ywcaelpaso.org.

Due Date And Delivery Method

The Contracts and Compliance Officer or authorized YWCA staff must physically receive responses to this RFQ. Sealed proposals must be received by:

5:00 P.M. MST on Monday, October 21, 2019

Responses submitted after this time will not be accepted under this RFQ.

Any reasonable delivery method may be used, except facsimile nor email. Use of a traceable delivery method such as certified mail-return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions post marked prior to the due date but received after the due date will not be considered. No email or facsimile will be accepted. YWCA will not be responsible for any lost or late deliveries.

Proposal Timeline

The following schedule of events is subject to change at the discretion of YWCA. All requestors of this RFQ will be notified of any and all changes. All times shown in the RFQ are Mountain Standard Time Zone (MST).

Issuance of RFQ	October 9, 2019 – 10:00 A.M. MST
Announcement Published in the El Paso Times	October 9 and October 10, 2019
Deadline to Submit Questions	October 11, 2019 – 2:00 P.M. MST
Questions and Answers Posted on Website	October 14, 2019
Deadline for Quotation Submission	Monday, October 21, 2019 – 5:00 P.M. MST
Opening of Quotations	Tuesday, October 22, 2019 – 10:00 A.M.
Evaluation of Quotations	October 22 - 24, 2019
Anticipated Award	October 25, 2019

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR QUOTATION FOR EARLY LEARNING AND SCHOOL AGE MATERIALS, SUPPLIES AND EQUIPMENT**

Question & Answer Period

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on October 11, 2019. Submit questions via email to Rocio Castruita at r.castruita@ywcaelpaso.org. Answers to questions will be posted to YWCA's website located at www.ywcaelpaso.org. All answers issued in response to Respondent questions become part of the RFQ and the RFQ process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA's website. Prospective Bidder(s) who notify YWCA (r.castruita@ywcaelpaso.org) that they may submit a sealed quotation will be notified of amendment(s) to the packet and will be provided with answers to questions submitted or any other applicable clarification(s).

Submission of Quotations

Official receipt of quotation packets will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail a quotation will be sent (or faxed) a copy of this receipt from upon request. Sealed quotations must be hand delivered or mailed to and labeled as follows:

**YWCA El Paso del Norte Region
Contracts Department
RFQ# 19-1001
201 E. Main St., Suite 400
El Paso, TX 79901**

Timely delivery of quotations to the above address is the sole responsibility of the bidder. Quotations submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

All quotations will become the property of YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency or organization until after the funding award. Any proprietary information should be clearly marked "Proprietary". All costs incurred in the preparation of a quotation responding to this RFQ will be the responsibility of the Bidder and will not be reimbursed by YWCA.

Contract Term Period

YWCA may award one or more contract(s) for the materials, supplies and equipment delineated in the Scope of Work in this RFQ. Any contract(s) awarded will be effective upon determination of award. The contract(s) resulting from this procurement will be for a 1-year term. YWCA reserves the right to negotiate up to four (4) one-year contract renewals, contingent upon satisfactory performance, need, and availability of funds.

**YWCA EL PASO DEL NORTE REGION
REQUEST FOR QUOTATION FOR EARLY LEARNING AND SCHOOL AGE MATERIALS, SUPPLIES AND EQUIPMENT**

SPECIFICATIONS

Scope of Work

YWCA holds a contract with Workforce Solutions Borderplex (WSB) for the implementation of the Child Care Services (CCS) program. As part of the CCS program, this division of the YWCA awards materials, furnishings and equipment to child care providers who are seeking to increase their quality of care they provide through their participation in the State of Texas Rising Star Accreditation program. YWCA holds financial agreements with approximately three-hundred thirty-five (335) child care providers of whom twenty-five percent of them participate in the quality enhancement program. Awards and assistance to Child Care providers is currently in progress and is expected to continue each year. Every award to each provider is slightly different, but most focus on the highest quality of learning materials and those furnishings used within the childcare setting.

Concurrently, the Early Learning Academies and School Age Division of the YWCA are in need for educational materials, supplies and equipment that specialize in STEAM, language development, literacy and support of different learning styles in children. Furthermore, YWCA programs are seeking creative, hands-on, interactive, educational materials and supplies that engage children and students in multi-sensory learning experiences.

The needs of every CCS provider center and child care home as well as for our Early Learning Academies and Afterschool program sites vary and YWCA is unable to produce a list of anticipated items to be purchased. Instead, YWCA is requesting that vendors submit a sealed bid based on a specified discount from a specific catalog(s) to be supplied as a part of the bid.

Requirements

- The bid price and catalog provided will prevail until October 31, 2020, with the ability to extend the bid for an additional four one-year periods as mutually agreed.
- Amended catalogs may be supplied during extension periods after October 31, 2020 with 30-days written notice.
- Bidders may extend a designated discount to an entire catalog or different percentage discounts may be designated for different sections of a given catalog, by chapter name or by page number.
- A bidder may exempt items from the discount by specifying the product that will not be discounted within the bid.
- A bidder may submit discounts for more than one catalog or publication.
- The price for each item includes the cost of assembly and delivery to the provider address specified on the order. The counties served include El Paso, Hudspeth, Culberson, Brewster, Jeff Davis and Presidio all in Texas. Currently only one provider from outside of El Paso County are participating in the quality enhancement program.
- Bidders must specify if they propose a minimum amount for an order.
- Orders for equipment and supplies will be completed by YWCA department employees to meet the requirements of the vendor.

YWCA EL PASO DEL NORTE REGION
REQUEST FOR QUOTATION FOR EARLY LEARNING AND SCHOOL AGE MATERIALS, SUPPLIES AND EQUIPMENT

- Delivery of purchased items must be no more than ten (10) business days following the receipt of the order by the vendor.
- Vendor will be required to notify the YWCA of back order items with anticipated delivery dates.
- Payment will be due within thirty days of delivery of merchandise, provided the YWCA has received an invoice itemized by delivery location and date.
- Payments via different methods should be accepted; preferred payment method for YWCA is checks.

General Requirements

Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- YWCA will provide appropriate sales tax exemption form and will not be charged Texas sales or use tax.
- Comply with budget constraints and the appropriate billing procedures.

SUBMISSION GUIDELINES

General Guidelines

To be considered as vendor, each respondent must submit an offer and other supporting documentation in accordance with these instructions. When evaluating a quotation proposal, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, YWCA encourages respondents to contact the Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

Format

Each respondent is required to submit one (1) signed original, three (3) copies and of the complete proposal response. The original must clearly be marked "ORIGINAL" on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of YWCA. All responses, forms and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together with a binder clip. Please do not submit proposals in three-ring binders, other multiple ring binders, or spiral binders. Font size must be no smaller than 12 point, single space.

Each copy of a completed Request for Quotation must contain all of the following documents in the order indicated.

- a) **Attachment A:** Quotation Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Attachment B:** Business References – Name, address, email and telephone number for three recently-served organizations with similar projects/services.

YWCA EL PASO DEL NORTE REGION
REQUEST FOR QUOTATION FOR EARLY LEARNING AND SCHOOL AGE MATERIALS, SUPPLIES AND EQUIPMENT

- c) **Attachment C:** Proposed Discount Schedule – Catalog or price list for each referenced discount must be included and schedule must be signed by authorized representative.
- d) **Attachment D:** Franchise Tax Account
- e) **Attachment E:** Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet at Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFQ.
- f) **Attachment F:** Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent’s organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

Evaluation Criteria

Bids will be evaluated based on cost to purchase the materials, supplies and equipment and freight. In the case of bids representing equal value to YWCA, a vendor who has submitted documentation showing that they are a registered HUB or woman-owned business will be given priority. Vendor references and past experience as a YWCA vendor must be satisfactory for a bid to be considered responsive. YWCA will award the contract to the bidder(s) that submits a bid which represents the best value to the agency.

Governing Provisions

YWCA reserves the right to contact any individual, agencies, or employers listed in a response to the RFQ, to contact others who have experience and/or knowledge of the Respondent’s relevant performance and/or qualifications and to request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected and such agreements negotiated as a result of this RFQ may be re-negotiated and/or amended in order to successfully meet the needs of the agency.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

Respondent is expected to honor their quoted pricing for ninety (90) days after the RFQ closes.

V. ATTACHMENTS

The following attachments are to be submitted with the quotation proposal in the order indicated in this RFQ.

ATTACHMENT A: QUOTATION COVER SHEET

RFQ# 19-1001 – Request for Quotation for Early Learning and School Age Materials, Supplies and Equipment

Legal Business Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person & Title: _____

Telephone: _____

Fax: _____

Email: _____

Company Website: _____

Authorized Representative Signature: _____

Authorized Representative Printed Name and Title: _____

Tax/Legal Status:

_____ State Government Agency	_____ Local Government	_____ Union
_____ Community College	_____ Local School District	_____ Non-Profit
_____ Private For-Profit	_____ Other: _____	

Federal Employer Identification Number: _____

Texas State Comptroller ID Number: _____

Historically Underutilized Business (HUB) Certification Number: _____

ATTACHMENT B: BUSINESS REFERENCES

RFQ# 19-1001 – Request for Quotation for Early Learning and School Age Materials, Supplies and Equipment

Business References

1. Provide information on three (3) references of other organizations similar to ours that your firm currently provides or has provided products in the last 3 years. Please include contracting agency, address, telephone number, email address and point of contact; beginning and ending dates of contracts; a brief synopsis of the products sold; and other indicators of successful past performance.

This space left intentionally blank

ATTACHMENT C: PROPOSED DISCOUNT SCHEDULE

RFQ# 19-1001 – Request for Quotation for Early Learning and School Age Materials, Supplies and Equipment

Proposed Discount Schedule: Catalogs or Other Publications

NAME OF CATALOG OR IDENTIFYER	DISCOUNT %	NOTATION

Please specify here if you are requiring a minimum order amount: \$ _____

Signature of Authorized Representative

Date

This space left intentionally blank

ATTACHMENT D: FRANCHISE TAX ACCOUNT

RFQ# 19-1001 – Request for Quotation for Early Learning and School Age Materials, Supplies and Equipment

Franchise Tax Account Status

All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out of state respondents should submit Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is:

<http://www.window.state.tx.us/taxinfo/coasintr.html>. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

This space left intentionally blank

ATTACHMENT E: ASSURANCES AND CERTIFICATIONS

RFQ# 19-1001 – Request for Quotation for Early Learning and School Age Materials, Supplies and Equipment

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations.

The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

- (1) Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business.
- (2) No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
- (3) No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder's organization;
- (4) No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
- (5) Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest.
- (6) Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgement of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,

ATTACHMENT E: ASSURANCES AND CERTIFICATIONS

RFQ# 19-1001 – Request for Quotation for Early Learning and School Age Materials, Supplies and Equipment

gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

Respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Business Name

Date

ATTACHMENT F: HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATE
RFQ# 19-1001 – Request for Quotation for Early Learning and School Age Materials, Supplies and Equipment

HUB Certificate

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

This space left intentionally blank