



REQUEST FOR QUOTES (RFQ)

Organizational Culture and Team Development Facilitator Services

26-RFQ-01-006

QUESTIONS AND ANSWERS DOCUMENT (9/30/2026)

9/16/26

Question 1. The RFQ states that the project is funded in the amount of \$15,000 and also asks respondents to specify whether travel and lodging are included in the proposed fee. Is the \$15,000 the maximum total contract value inclusive of all travel and lodging, or may reasonable travel expenses be reimbursed separately? If the \$15,000 must be all-inclusive, how will Workforce Solutions address airfare, or hotel increases and non-refundable expenses resulting from client-requested schedule changes?

Answer: The \$15,000 identified in Section 2 is the total amount of federal funding available for this project. As described in Section 7.4, a flat fee may be proposed (indicating whether travel and lodging are included). All costs must be summed into a single total projected cost that fits within the \$15,000 available funding.

If the schedule change is agreed upon, Workforce Solutions (WFS) will discuss with successful respondent additional costs incurred due to the change.

Question 2. Is travel and lodging expected to be included within the stated \$15,000 project budget, or may travel expenses be quoted separately?

Answer: See the answer to Question 1.

Question 3. Is registration through Texas SmartBuy/CMBL required to respond, or may a vendor submit its complete response directly via email as indicated in the RFQ?

Answer: No. Registration through Texas SmartBuy/CMBL is not required to respond to this RFQ. A complete response may be submitted directly by mail, e-mail, or in person as described in Section 6.

Question 4. The Attachment K included with the RFQ appears to reference RFP #26-RFP-01-001 – Legal Services and requests attorney qualifications, legal experience, and legal-services pricing. This appears inconsistent with the facilitator-services submission requirements outlined in Sections 7.0–7.5 of the current RFQ. Could you please confirm whether Attachment K was inadvertently included from the Legal Services solicitation

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. The addendum addresses the incorrect RFQ reference and revised Attachments A – K have been issued. Information can be found at www.wfsolutions.org website. (see path below)

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Question 5. The Attachment K included with the RFQ appears to reference RFP #26-RFP-01-001 – Legal Services and requests attorney qualifications, legal experience, and legal-services pricing. This appears inconsistent with the facilitator-services submission requirements outlined in Sections 7.0–7.5 of the current RFQ. Could you please confirm whether an updated Attachment K will be issued for RFQ #26-RFQ-01-006, or if respondents should prepare their qualification package using the requirements provided in Sections 7.0–7.5.

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

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Question 6. Attachment K appears to reference “Legal Services” and RFP #26-RFP-01-001 rather than RFQ #26-RFQ-01-006. Could you please confirm whether Attachment K is required for this solicitation or provide the correct version?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 7. Attachment G’s Texas Corporate Franchise Tax certification appears to provide options specifically for corporations/nonprofit entities. Cuts & Coaching LLC is a Michigan limited liability company. Please advise which certification option should be selected, if applicable.

Answer: Attachment G's certification offers two options: (1) a for-profit corporation certifying it is current in Texas franchise tax payments, or (2) an entity that is a non-profit corporation or is otherwise not subject to Texas franchise tax. An out-of-state respondent that is not subject to the Texas franchise tax should select the second option and note its entity type and state of formation.

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Question 8. Attachment K (Response Submittal) references "Legal Services" and RFP #26-RFP-01-001, with evaluation criteria for attorney services. Please confirm whether a corrected Attachment K will be issued, or whether respondents should use the Attachment K cover page with the title and number of this RFQ and organize the response according to Sections 7.0 through 7.5.

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 9. Section 7.2 requests projects and customers from the past two (2) years, while Attachment J requests contracts from the past three (3) years. Please confirm which period applies to Attachment J.

Answer: The applicable look-back period is two (2) years. Addendum #1 (September 22, 2026) has corrected Attachment J to read "past two (2) years," consistent with Section 7.2.

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Question 10. The attachments carry the header "26-RFP-01-001." May respondents correct the header to #26-RFQ-01-006 on the submitted forms?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 11. Is there a page limit for the overall response, other than the one-page cover letter and five-page summary in Section 7.1?

Answer: No. The RFQ does not specify an additional page limit beyond the one-page cover letter (Section 7.0) and the five-page organizational/qualifications summary (Section 7.1, item 1).

Question 12. Will WFS provide audiovisual equipment (projector, screen, microphone) and flip-chart space in the McAllen conference room?

Answer: WFS' conference room is equipped with audiovisual equipment to include a projector, TV screens, microphones, and Wi-Fi. Flip charts will be provided by WFS.

Question 13. Would WFS welcome a brief pre-session employee survey or leadership interviews as part of the design process, and may sessions include Spanish-language materials if helpful to staff?

Answer: The RFQ does not preclude a brief pre-session employee survey or leadership interviews. Spanish-language materials are not requested. Respondents may propose elements as seen appropriate.

Question 14. For an email submission, is a single PDF preferred, and are electronic signatures acceptable on the required forms?

Answer: A single PDF is preferred for responses submitted by e-mail. Electronic signatures are acceptable on the required certification forms.

Question 15. Because this project is federally funded, must respondents have an active SAM.gov registration or Unique Entity ID (UEI) at the time of submission, or only at contract award?

Answer: An active SAM.gov registration or Unique Entity ID (UEI) is not required to submit a response to this RFQ or to be awarded this contract.

Question 16. Please advise if Attachment K-“Response Submittal Legal Services” is associated with #26-RFQ-01-006? Attachment K's cover page references #26-RFP-01-001 and Submission Requirements section (8.1 through 8.4) describe a legal services engagement scored on a different structure than the 100-point criteria in Section 9 of this RFQ.

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 17. Section 7.2.1 requests a listing of projects from the past 2 years, while Attachment J's instructions request contracts from the past 3 years. Please confirm the correct time period for this submission.

Answer: The applicable look-back period is two (2) years. Addendum #1 (September 22, 2026) has corrected Attachment J to read "past two (2) years," See the answer to Question 9.

Question 18. Please confirm whether the \$15,000 total project budget is intended to be inclusive of all facilitator travel and lodging costs for the four on-site sessions, or whether travel may be itemized and billed separately within that total.

Answer: The \$15,000 is the total available project funding; travel may be itemized and billed separately.

Question 19. Please confirm whether any portion of the four sessions may be delivered virtually or in hybrid format, or whether all four must be delivered on-site at the McAllen conference room.

Answer: Facilitator Services are to be provided on-site at the Workforce Solutions conference room in McAllen. The RFQ does not provide for virtual or hybrid delivery of the quarterly sessions.

Question 20. Please confirm whether the same facilitator or facilitation team must lead all four sessions across the one-year term, or whether the composition of the team may change between sessions.

Answer: The RFQ does not require that the identical individual(s) lead all four sessions.

Question 21. Please confirm whether WFS will provide any pre-session materials, such as prior employee survey results, engagement data, or an organizational chart, to inform session design, or whether the facilitator is expected to conduct its own discovery ahead of each session.

Answer: WFS will coordinate with the selected facilitator during contract kickoff regarding any background information that can be shared (such as general engagement information). Respondents should describe in Section 7.1, item 3 what discovery, if any, they would conduct independently.

Question 22. Please confirm the required format and number of copies for responses delivered by mail or in person, and the acceptable electronic file formats for responses delivered by email.

Answer: One complete response (PDF preferred for e-mail submissions) is sufficient for mailed, hand-delivered, or e-mailed submissions.

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Question 23. Attachment K: Section 7 directs respondents to use Attachment K, Response Submittal. The Attachment K included with the solicitation appears to be from a different procurement. It is titled "Legal Services," references RFP #26-RFP-01-001, and includes requirements related to attorney qualifications and legal experience. Will a corrected Attachment K be issued for this RFQ, or should respondents follow the submission requirements contained in Section 7 without using the current Attachment K?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 24. Past performance period: Section 7.2 requests projects led and customers served during the past two years. Attachment J asks for major contracts or services provided during the past three years. Should respondents use the two-year period for Section 7.2 and the three-year period for Attachment J?

Answer: The applicable look-back period is two (2) years. Addendum #1 (September 22, 2026) has corrected Attachment J to read "past two (2) years," See the answer to Question 9.

Question 25. References: Section 7.2 requests three professional references from customers served during the past two years. For a newly established company whose proposed facilitator has relevant recent experience performed through previous employment or independent consulting engagements, may references from those organizations be used if the proposal clearly identifies the capacity in which the work was performed?

Answer: Yes. A newly established company may present the proposed lead facilitator's relevant experience and professional references from prior roles or independent engagements, provided the proposal clearly identifies the capacity in which that work was performed and does not represent it as a contract held by the new entity.

Question 26. Payment: Section 11 states that payment will be made within 30 days after receipt of an invoice and completion of services. Since the scope includes four quarterly workshops over the contract year, may the contractor invoice after completion of each quarterly workshop, or is payment made after all four workshops have been completed?

Answer: Yes. Because the scope of work consists of four discrete quarterly workshops, the contractor may invoice WFS within 30 days after completion of each individual quarterly workshop.

Question 27. Attachment K – Response Submittal appears to reference “Legal Services” and RFP #26-RFP-01-001 rather than RFQ #26-RFQ-01-006. Several of the certification attachments also reference #26-RFP-01-001. Could you please confirm whether respondents should complete and submit these attachments as currently issued, or whether corrected forms for RFQ #26-RFQ-01-006 will be provided?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

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Question 28. May a newly established organization document relevant facilitation, training, adult learning, and organizational development work performed by its proposed lead facilitator in prior professional roles during the past two years, provided that the work and references are clearly attributed to the individual and are not represented as contracts held by the new LLC?

Answer: Yes, provided the work and references are clearly attributed to the individual facilitator.

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Question 29. The RFQ states that the Facilitator Services project is 100% federally funded by the Texas Workforce Commission in the amount of \$15,000. Is \$15,000 the maximum total contract amount, inclusive of professional fees, airfare, lodging, ground transportation, and other travel-related expenses?

Answer: The \$15,000 should include all professional fees and any travel-related expenses (airfare, lodging, ground transportation, etc.) within the total proposed cost.

Question 30. Section 7.2 requests projects and customers served within the past two years, while Attachment J requests major contracts or similar services provided within the past three years. Should respondents use a two-year or three-year period when completing Attachment J and documenting relevant past performance?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 31. The RFQ states that Facilitator Services will be provided on site in McAllen, Texas. Are all four quarterly workshops required to be delivered on site, or would Workforce Solutions consider virtual delivery for any of the quarterly sessions?

Answer: All four quarterly workshops are required to be delivered on-site at the McAllen conference room.

Question 32. Attachment E, Certification Regarding Drug-Free Workplace, includes several requirements pertaining to employees. For a respondent that is a sole-owner business with no employees, should Attachment E still be completed and signed as provided, or should the employee-related provisions be identified as not applicable?

Answer: Yes, Attachment E should still be completed, signed, and submitted. Provisions referring to employees that do not apply to a sole-owner business with no employees may be noted as "Not Applicable" or "N/A," consistent with the instruction in Attachment D to mark non-applicable items as "NA."

Question 33. For an out-of-state respondent with no employees in Texas, how should Attachment H, State Assessment Certification, be completed if the Texas-specific unemployment insurance, payday and child labor, and related assessment provisions are not applicable to the respondent?

Answer: Attachment H should still be completed and signed. Provisions that do not apply because the respondent has no Texas employees or related Texas unemployment insurance, payday, or child labor obligations may be marked "Not Applicable" or "N/A," with a brief explanatory note if helpful.

Question 34. Why is there a need or request for this service?

Answer: WFS is seeking facilitator services to strengthen organizational culture, communication, and team effectiveness among its approximately 35 staff, including management, consistent with WFS's core values and its goal of continuous improvement as a customer-focused organization.

Question 35. Does the \$15,000 budget include any travel expenses for the selected facilitator?

Answer: The \$15,000 should include all professional fees and any travel-related expenses (airfare, lodging, ground transportation, etc.) within the total proposed cost.

Question 36. The last two pages of the RFQ shows a RFQ for Legal services. Can this be corrected?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 37. Can you provide a copy of the RFQ in a word document.

Answer: A Word version of the RFQ can be found at www.wfsolutions.org website. (see path below)

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Question 38. Does Workforce Solutions anticipate that the same approximately 35 employees will participate in all four quarterly sessions, allowing the workshops to be designed as a progressive learning series in which each session builds upon the previous one?

Answer: WFS expects the same 35 employees to attend the workshops. Respondent is asked to propose their approach to meeting the Scope of Work.

Question 39. Would Workforce Solutions be receptive to a brief pre-engagement and post-engagement participant assessments designed to measure changes in the workplace behaviors addressed through the workshop series?

Answer: Yes, WFS would welcome a proposed approach that includes brief pre- and post-engagement participant assessments to help measure the behavioral changes.

Question 40. What audiovisual equipment and facilitation materials will be available in the Workforce Solutions conference room for the four sessions? For example, will Workforce Solutions provide a projector or display/monitor with appropriate connections, screen, Wi-Fi access, flip charts/easels, markers, and other standard meeting-room supplies, or should the selected facilitator plan to provide any of these items?

Answer: WFS' conference room is equipped with audiovisual equipment to include a projector, TV screens, microphones, and Wi-Fi. Flip charts will be provided by WFS. Charts/easels, markers and other reasonable supplies will be provided by WFS.

Question 41. The RFQ indicates that the approximately 35 participants will include management staff. Will Workforce Solutions be able to provide the selected facilitator with general information about the participant mix, such as organizational levels and functional areas, prior to the first session to support customization of the workshops?

Answer: WFS anticipates sharing general, non-confidential information about the participant group (such as organizational levels and functional areas represented) with the selected facilitator prior to the first session.

Question 42. Does Workforce Solutions expect the selected facilitator to provide printed participant materials for approximately 35 attendees at each session, or may participant materials be provided electronically to Workforce Solutions for printing and distribution?

Answer: Respondents may propose their preferred approach, but WFS is agreeable to printing and distributing participant materials. Final logistics will be coordinated with the selected facilitator.

Question 43. Section 7 of RFQ #26-RFQ-01-006 instructs respondents to use Attachment K: Response Submittal. The Attachment K currently provided appears to reference Legal Services and RFP #26-RFP-01-001, including submission requirements related to attorney qualifications and legal experience. Will a revised Attachment K specific to RFQ #26-RFQ-01-006 be provided, or should respondents follow the submission requirements outlined in Section 7 of the RFQ instead?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 44. Please share or confirm the complete RFQ package, including all required attachments, forms, submission instructions, and any addenda or clarifications issued for this opportunity?

Answer: A Word version of the RFQ can be found at www.wfsolutions.org website. (see path below)

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Question 45. Confirm whether there are any additional vendor registration requirements or supporting documents that should be completed before submission.

Answer: No additional vendor registration is required.

Question 46. Is the \$15,000 budget for this project, mentioned on page 2, the total amount of money available for this project? Or is this number just the budget for the training and estimated travel fees can be above the \$15,000?

Answer: The \$15,000 identified in Section 2 is the total amount of federal funding available for this project.

Question 47. Will vendors be required to omit topics like equity and inclusion when discussing things like workplace relationships because this is a federally funded project?

Answer: Section 2, item 5 lists the required facilitation topics: Organizational Culture (Accountability, Workplace Relationships, Employee Engagement), Communication (Effective Workplace Communication, Giving and Receiving Feedback, Active Listening), and Team Effectiveness (Collaboration, Adaptability, Leadership at Every Level). Respondents should design their proposed content around these listed topics and other topics as seen appropriate.

Question 48. The attachment K of the RFP mentioned a request for legal services. Was this attached in error? Is there another attachment for the Organizational Culture RFQ that we should be reviewing?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 49. On the disclosure form, in the first line, we wanted to confirm that the question was about ownership interest in Workforce Solutions, just like in the second line.

Answer: Neither question asks about ownership interest in Workforce Solutions itself; the purpose of the form is to disclose any WFS-affiliated individuals with a financial stake in the respondent's business.

Question 50. Delivery Format: The RFQ identifies four quarterly two-hour workshops to be conducted onsite. Would Workforce Solutions consider a hybrid delivery model in which the initial workshop is conducted onsite and one or more subsequent quarterly workshops are delivered virtually, or should respondents assume all four sessions must be conducted onsite?

Answer: All four quarterly workshops must be delivered on-site at the Workforce Solutions conference room in McAllen, TX.

Question 51. Travel and Lodging: Should travel and lodging expenses be included within the stated \$15,000 project budget, or may reasonable travel-related expenses be identified and reimbursed separately from professional service fees?

Answer: Travel and lodging expenses, if applicable, should be reflected within the total proposed cost. The total must fall within the \$15,000 available project funding.

Question 52. Contract Renewal: The RFQ references the possibility of an additional one-year renewal. If the renewal option is exercised, does Workforce Solutions currently anticipate a similar scope of four quarterly workshops during the renewal period?

Answer: The specific scope and terms for any renewal would be determined and negotiated separately at that time.

Question 53. Relevant Experience: For purposes of demonstrating experience and qualifications, may a respondent include relevant organizational development, leadership training, facilitation, and team-development experience performed by the proposed facilitator while employed by another organization, provided the individual's role and responsibilities are clearly identified?

Answer: Yes. Relevant organizational development, leadership training, facilitation, and team-development experience performed by the proposed facilitator in a prior role with another organization may be included, provided the individual's role and responsibilities are clearly identified and the experience is not misrepresented as a contract held by the respondent's current firm.

Question 54. Will Workforce Solutions issue corrected versions of Attachments A–K? Several attachments appear to reference legal services templates from RFP #26 RFP 01 001, including the Response Submittal form. Should respondents complete the forms exactly as provided, or will updated facilitator services versions be released?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Respondents should use the corrected, updated versions rather than the originally issued forms.

Question 55. The RFQ states the project is federally funded “in the amount of \$15,000.” Is this the maximum total contract amount, inclusive of travel, lodging, materials, and all other expenses?

Answer: Yes. The \$15,000 is the maximum total contract amount, inclusive of professional fees, travel, lodging, materials, and all other project-related expenses.

Question 56. Must all four quarterly workshops be delivered onsite at the McAllen office, or would WFS consider a hybrid or virtual alternative if circumstances require?

Answer: All four quarterly workshops must be delivered on-site at the McAllen office.

Question 57. Section 7.2 requests projects completed in the past two years, while Attachment J references the past three years. Which timeframe should respondents follow?

Answer: The applicable look-back period is two (2) years. Addendum #1 (September 22, 2026) has corrected Attachment J to read "past two (2) years," See the answer to Question 9.

Question 58. May the contractor invoice after each quarterly workshop, with payment issued within 30 days as outlined in Section 11?

Answer: Yes, the contractor may invoice within 30 days after completion of each individual quarterly workshop.

Question 59. Are any additional deliverables expected between sessions (e.g., summaries, action plans, follow-up materials)? Additionally, are there preferred or unavailable dates we should be aware of when proposing workshop scheduling?

Answer: Respondents may propose additional deliverables, such as session summaries or follow-up materials. Regarding scheduling, the RFQ states that the selected facilitator is responsible for coordinating specific workshop dates with the CEO or designee after award; the RFQ does not identify preferred or unavailable dates in advance.

Question 60. Past Performance and References: Section 7.2 requests projects, customers, and three professional references from customers served within the past two years, while Attachment J references major contracts or services provided within the past three years. Should respondents use a two-year or three-year period for demonstrating prior experience and references?

Answer: The applicable look-back period is two (2) years. Addendum #1 (September 22, 2026) has corrected Attachment J to read "past two (2) years," See the answer to Question 9.

Question 61. Relevant Professional Experience: For respondents with extensive leadership, organizational development, facilitation, and team-development experience obtained in executive or internal organizational roles, may that experience be included in demonstrating qualifications and relevant experience, even if it was not performed under a separate external consulting contract?

Answer: Respondent is asked to respond in a manner that best describes their qualifications and relevant experience.

Question 62. References: Must all three professional references be from external paying consulting customers, or may references include organizational leaders or professional stakeholders who can directly verify the respondent's facilitation, leadership-development, organizational-development, or team-development work?

Answer: The three professional references from the customers described should be external customers that have knowledge, experience or history with respondent.

Question 63. Pricing and Travel: The RFQ asks respondents to identify whether travel and lodging are included in the proposed fee. For evaluation purposes, should the total proposed project cost include all travel and lodging expenses and remain within the stated \$15,000 project funding amount?

Answer: Yes. The total proposed project cost, including any travel and lodging expenses, should be summed up and remain within the \$15,000 total project funding.

Question 64. Attachment K: Section 7 instructs respondents to submit the qualification package using Attachment K. The Attachment K included in the RFQ package appears to reference Legal Services and RFP #26-RFP-01-001. Could you please confirm whether a corrected Attachment K will be issued for RFQ #26-RFQ-01-006 and, if so, whether respondents should use the corrected version for submission?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

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Question 65: The Attachment K Response Submittal and several forms within the RFQ PDF reference RFP #26-RFP-01-001 for Legal Services. Should respondents use the separately posted "Attachment A-K" Word document, and will a corrected Response Submittal for RFQ #26-RFQ-01-006 be issued?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 66. Section 7.2 requests information on projects completed within the past two years, while Attachment J requests contracts from the past three years. Which timeframe should respondents use?

Answer: The applicable look-back period is two (2) years. Addendum #1 (September 22, 2026) has corrected Attachment J to read "past two (2) years," See the answer to Question 9.

Question 67. Is the \$15,000 budget intended to cover all costs associated with the four sessions, including travel, lodging, and participant materials, or may travel and related expenses be itemized separately within the proposed amount?

Answer: Yes. The \$15,000 identified in Section 2 is the total amount of federal funding available for the entire engagement and is intended to cover all associated costs.

Question 68. Aside from the five-page limit identified for the organizational summary in Section 7.1, are there page limits for the facilitation approach or for the overall response?

Answer: Aside from the five-page limit for the organizational/qualifications summary in Section 7.1, item 1 (and the one-page cover letter in Section 7.0), the RFQ does not specify a page limit for the facilitation approach or for the overall response.

Question 69. To support sustained behavioral change across the year, would WFS welcome brief pre- and post-session engagement activities, such as a short staff pulse survey or planning call with the CEO or designee, within the proposed cost, or should respondents limit their proposed scope strictly to the four facilitated sessions?

Answer: WFS would welcome a proposed approach that includes brief pre- and post-session engagement activities. Any such activities should be included within the total proposed cost, which must remain within the \$15,000 available funding.

Question 70. Will management staff participate in the same sessions as all other employees? If so, would WFS be open to a brief separate management touchpoint to reinforce accountability and application between sessions?

Answer: The quarterly sessions are designed for "approximately 35 employees, including management staff; Respondent may propose their approach to addressing the requirements of the RFQ.

Question 71. Is there existing employee engagement, organizational culture, or staff survey data that would be made available to the selected facilitator?

Answer: WFS will coordinate with the selected facilitator during contract kickoff regarding any background information that can be shared.

Question 72. For responses submitted by email, are electronic signatures acceptable on the required certification and submission forms?

Answer: Yes, electronic signatures are acceptable on the required certification and submission forms for responses submitted by e-mail.

Question 73. Attachment K (Response Submittal) included in the RFQ package is titled "Legal Services" and references Request for Proposals #26 RFP 01 001. Will WFS be issuing a corrected version of Attachment K for this solicitation, or should respondents use the current form and update the RFQ title and number to reflect #26 RFQ 01 006, Organizational Culture and Team Development Facilitator Services?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFQ-01-006. See the answer to Question 4.

Question 74. Section 7.2 asks for a list of projects led during the past two years, while Attachment J requests major contracts or services provided during the past three years. Could you please clarify which timeframe should be used?

Answer: The applicable look-back period is two (2) years. Addendum #1 (September 22, 2026) has corrected Attachment J to read "past two (2) years," See the answer to Question 9.

Question 75. Section 2 notes that this project is fully funded by the Texas Workforce Commission in the amount of \$15,000. Should respondents consider \$15,000 to be the maximum all inclusive budget for the four workshops, or is that amount intended as the anticipated project budget rather than a fixed cost limit?

Answer: The \$15,000 is the maximum all-inclusive budget for the four workshops, not merely an anticipated figure.

Question 76. Demonstrated Performance (Attachment J): For an individual practitioner (rather than a firm with a dedicated facilitation practice), may prior engagements that included substantial facilitation, workshop design, and team development work delivered under a broader consulting or coaching engagement rather than a standalone "facilitator services" contract be listed in Attachment J, so long as the facilitation scope and outcomes are clearly described?

Answer: Yes. Attachment J asks respondents to list "major contracts or services" provided in the past two years; it does not require that each entry be a standalone facilitator-services contract.

Question 77. Invoicing: Section 11 states compensation will be paid within 30 days after invoice is received and services have been completed. Given the engagement spans four sessions across approximately ten months (December 2026 through September 2027), may the facilitator invoice after each individual session is completed, rather than waiting until all four sessions are complete?

Answer: Yes, the facilitator may invoice after each individual session is completed rather than waiting until all four sessions are complete.

Question 78. Insurance: Are respondents required to carry, or provide proof of, general liability insurance (or other coverage) to deliver services on-site at the WFS McAllen office?

Answer: While not specified in the RFQ, Respondent should carry necessary insurance as it sees appropriate.

Question 79. Renewal pricing: Section 3 references an optional one-year renewal based on need, performance, and funding availability. Should the cost proposal submitted with this response be treated as the anticipated pricing for a renewal year as well, or would renewal pricing be negotiated separately at that time?

Answer: Pricing included in the response is for the four (4) sessions specified in the RFQ only.

Question 80. Participant Continuity. Does Workforce Solutions anticipate that substantially the same approximately 35 employees and management staff will participate in all four quarterly sessions, or should each workshop be designed as a stand-alone session that may include different participants?

Answer: WFS expects the same 35 employees to attend the workshops. Respondent is asked to propose their approach to meeting the Scope of Work.

Question 81. Lead Facilitator Experience. For Sections 7.2 and 7.3, may respondents include relevant projects and facilitation experience performed by the proposed lead facilitator while employed by another organization, provided that such experience is clearly identified as the individual's professional experience and is not represented as work performed by the responding company?

Answer: Yes, respondents may include relevant projects and facilitation experience performed by the proposed lead facilitator while employed by another organization for purposes of Sections 7.2 and 7.3, provided the experience is clearly identified as the individual's own professional experience and is not represented as work performed by the responding company.

Question 82. Attachment J: Organizational Experience. Addendum 1 indicates that Attachment J should identify major contracts or services the organization has provided during the past two years. For a small consulting firm, may qualifying organizational experience include formally delivered program services, service partnerships, or engagements in which the responding organization served as an external provider or host organization, even if the engagement was not structured as a traditional consulting contract?

Answer: Attachment J's instruction to list "major contracts or services...provided". Respondent is asked to list appropriate experience as requested provided it is consistent with the table format in Attachment J.

Question 83. \$15,000 Project Funding and Travel Expenses. The RFQ states that the project is 100% federally funded in the amount of \$15,000, while Section 7.4 asks respondents to indicate whether travel and lodging are included or separate. Is \$15,000 the maximum not-to-exceed amount for the entire engagement, inclusive of professional fees, preparation, materials, travel, and lodging, or may reasonable travel and lodging expenses be proposed separately?

Answer: The \$15,000 is the maximum not-to-exceed amount for the entire engagement, inclusive of professional fees, preparation, materials, travel, and lodging.

Question 84. Measurement and Deliverables. Beyond delivery of the four quarterly workshops and action planning described in the RFQ, does Workforce Solutions expect or prefer any formal pre-session assessment, post-session evaluation, behavioral-transfer measurement, management summary, or final program report as part of the engagement?

Answer: Beyond the four quarterly workshops and the action-planning component, the RFQ does not require a formal pre-session assessment, post-session evaluation, behavioral-transfer measurement,

management summary, or final program report. WFS would welcome such elements if a respondent chooses to propose them as part of its approach.

Question 85. Invoicing and Payment Schedule. Section 11 states that compensation will be paid within 30 days after receipt of an invoice and completion of services. Because the engagement includes four quarterly workshops scheduled between December 2026 and September 2027, may the selected contractor invoice following completion of each quarterly workshop and its associated deliverables, or is payment expected only after completion of the entire engagement?

Answer: The contractor may invoice following completion of each quarterly workshop and its associated deliverables; payment is not withheld until completion of the entire engagement.

Question 86. Section 7. Submission Requirements states, “Respondents shall submit a qualification package using *Attachment K: Response Submittal*.” However, the Attachment K: Response Submittal form included with the RFQ is specifically targeted to the Request for Proposals #26-RFP-01-001 for Legal Services. Can you provide a version of this form specific to this opportunity?

Answer: WFS issued Addendum #1 on September 22, 2026, to address corrections to RFQ #26-RFP-01-006. See the answer to Question 4.

Question 87. Does the Lower Rio Grande Valley Development Board currently have a facilitator under contract?

Answer: WFS does have a facilitator under contract.

Question 88. Is there a list of organization competencies that would inform the OD and facilitation work?

Answer: WFS’s mission, vision, purpose, and core values (Integrity, Ingenuity, Inclusion, Inspirational), are provided in the RFQ. The RFQ lists specific facilitation topics (Organizational Culture, Communication, Team Effectiveness, and their associated sub-topics) that should inform the proposed organizational-development and facilitation approach.