

GULF COAST WORKFORCE BOARD PROCUREMENT COMMITTEE

Agenda

Thursday, May 15, 2025, at 2:00 p.m.

By Hybrid Meeting

at H-GAC – 3555 Timmons Lane, Houston, TX 77027


Or via

<https://us02web.zoom.us/j/87678005027?pwd=fPiEEgrA2zQbblYawszYwYlQ3YPbs8.1>

The presiding officer will be present at the meeting location listed above to convene this meeting.

1. **Call to Order**, Chair Dr. Bobbie Henderson
2. **Committee Member Roll Call**
3. **Public Comment:** Anyone wishing to make a public comment may do so by appearing in person or by joining online via the link listed above or by dialing 1-877-853 5247 or 1-888-788 0099 (Webinar ID 876 7800 5027; Passcode: 872390)
4. **Contract Award: Financial Monitoring**, Discussion, and possible action to award a contract to provide financial monitoring services. (Staff Contact: Thomas Brown)
5. **Contract Renewal: Adult Education and Literacy**, Discussion, and possible action to renew or extend contracts for Adult Education and Literacy consortium members. (Staff Contact: Thomas Brown)
6. **Other Business**, Chair Dr. Bobbie Henderson
7. **Next Meeting**, Chair Dr. Bobbie Henderson
 - a) Tuesday, July 29, 2025, at 2:00 p.m. at H-GAC
8. **Adjourn**, Chair Dr. Bobbie Henderson

In compliance with the Americans with Disabilities Act, the Workforce Board will provide for reasonable accommodations for persons attending meetings. Requests should be received 24 hours prior to the function by contacting Dr. Maria Franco Cortes at 713-993-2410 or maria.cortes@wrksolutions.net.



Procurement Committee

Financial Monitoring

Background

The Board contracts with accounting firms to assist with the review of Workforce Solutions subrecipients, contractors, and workforce programs in areas such as accounting systems, disbursements, payroll, procurement, and cost allocation, providing written reports with findings and recommendations. The Board requires that these firms have experience with public funds and federal workforce dollars, and at least one principal must be a licensed Certified Public Accountant.

Board staff coordinates the reviews performed by these firms, participates in meetings, and addresses any potential findings.

For the last several years, Christine H. Nguyen CPA and Weaver and Tidwell, L.L.P. have served as the financial monitoring contractors for the Board.

Current Situation

A Request for Proposal (RFP) was released on March 5, 2025, to select contractors capable of providing the appropriate financial review of workforce service providers. Five (5) responses were received and evaluated to determine the best candidate for implementing this work:

Proposer	Rank	Score
Weaver and Tidwell, L.L.P.	1	91.33
Christine H. Nguyen CPA	2	90.67
LaPorte, A Professional Accounting Corporation	3	78
Frovis Mazars, LLP	4	74
GilFlo Consulting Services, LLC.	5	58

Weaver and Tidwell, L.L.P.; Christine H. Nguyen CPA; and LaPorte, A Professional Accounting Corporation scored the highest among the proposers.

Weaver and Tidwell, L.L.P. is a Texas-based accounting firm with extensive experience with the Gulf Coast workforce system.

Christine H. Nguyen CPA is a Certified Public Accountant with over two decades experience in the Gulf Coast workforce system.

LaPorte, A Professional Accounting Corporation is an independent accounting and business advisory firm with personnel in New Orleans, Houston, and Baton Rouge.

The current contract year has demonstrated the need for a third monitor to balance the work and allow for greater flexibility. LaPorte has experience auditing federally funded contracts and their rate is significantly lower than the fourth and fifth place finishers.

Recommendation

We request Board approval to negotiate contracts with Weaver and Tidwell, L.L.P.; Christine H. Nguyen CPA; and LaPorte, A Professional Accounting Corporation, in a combined amount not to exceed \$900,000.

Procurement Committee

Adult Education & Literacy Contract Renewals and Extensions

Background

The Adult Education and Family Literacy Act – which authorizes the activities for publicly funded adult education – is part of the Workforce Innovation & Opportunity Act (Title II of the Act). The Gulf Coast Workforce Board is the grantee and fiscal agent for the Gulf Coast Adult Education Consortium. This consortium is composed of six organizations: 2 community-based organizations, 3 community colleges, and 1 education service center, which plays a dual role with delivering direct services and serving as the lead agency that provides technical assistance and support across the consortium.

In 2024, the Board was awarded responsibility for providing adult education services across 9 counties: Austin, Colorado, Fort Bend, Matagorda, Montgomery, Walker, Waller, Wharton, and approximately 60% of Harris County. Instruction is offered through face to face, virtual, and hybrid formats and includes a broad range of services: English language instruction, literacy classes, adult basic education, adult secondary education, GED preparation, and occupation skills training, college and career readiness, employability skills, job search assistance, training, workplace literacy and digital literacy. These services are designed to meet learners where they are and support their goals for employment, further education, and greater self-sufficiency.

Historically, funds have been allocated annually with clear guidelines on total available funding and performance expectations. These funds are used to support service delivery through the consortium of members who rely on timely and consistent allocations to plan staffing and program operations.

Current Situation

To date, full program funding details have not been released. The Texas Workforce Commission has only provided partial information, indicating that 50% of the total allocation will be made available at the beginning of program year 2, July 1. The remaining 50% will be contingent upon year 1 outcome performance targets, which have not been finalized nor published. As a result, we do not currently have sufficient information to make long-term funding commitments to our consortium members.

Given this uncertainty, it is necessary to re-evaluate how our consortium is arranged. We propose a reapportionment of funds that aligns more closely with the specific contracted services expected from each consortium member. Moving forward, the community colleges will take the lead in delivering direct content, technical, and outreach services. Adult Education Center and BakerRipley will conduct follow-up services for their Year 1 participants.

While we are renewing the contracts for the community colleges, we are issuing contract extensions for Adult Education Center and BakerRipley due to the reduction in the scope of work. These extensions reflect a narrower focus aligned with current priorities and available funding. The funding ranges below reflect the confirmed 50% allocation, with the potential for adding additional funding once performance criteria and total award amounts are clarified by the Texas Workforce Commission. The range below for Region 6 also includes funding for a competitive procurement and purchase of a Customer Relationship Management system in Year 2. This purchase is in response to recommendations from the Texas Workforce System to strengthen the customer enrollment process in our service area.

Provider	Current	Proposed Range	
Houston Community College	\$4,060,800	\$2,030,400	\$4,060,800
Lone Star College	\$2,292,938	\$1,146,469	\$2,292,938
San Jacinto College	\$1,296,000	\$648,000	\$1,296,000
Region 6 ESC	\$1,885,469	\$1,177,735	\$1,885,469
Adult Education Center	\$356,584	\$50,000	\$50,000
BakerRipley, Inc.	\$356,584	\$50,000	\$50,000
Total		\$5,102,604	\$9,635,207

Recommendation

We request Board approval to negotiate contract renewals with Houston Community College, Lone Star College, San Jacinto College, and Region 6 and contract extensions with Adult Education Center and BakerRipley in the amounts shown above for the period of July 1, 2025, through June 30, 2026. This recommendation is contingent upon Texas Workforce Commission funding and approvals.