



# Frequently Asked Questions (FAQ)

## Facility, Safety, and Security Improvements RFP

### General Participation

#### **1. Can vendors submit proposals for only one service category?**

Yes. Vendors may submit proposals for one or more service categories (attachments) based on their qualifications and capacity.

#### **2. If submitting for multiple service categories, what is required?**

Vendors submitting for multiple service categories must provide:

- A response for each service category
- Estimated pricing by Project ID Group within each category
- Any differences in approach, staffing, or timeline by service type

#### **3. Are vendors required to provide pricing for all projects within a service category?**

Yes. Vendors should provide estimated pricing for all projects listed within each service category they are submitting a proposal for to ensure consistency and support comprehensive evaluation.

#### **4. Are all projects guaranteed to move forward?**

No. All projects listed in this RFP may or may not proceed. Projects will move forward based on:

- Funding availability
- Site priority
- Program needs

#### **5. How will vendors know which sites to begin work on?**

If selected, Collaborative for Children will notify vendors of:

- Which Project ID Groups to proceed with
- The priority order of work

#### **6. What are the key RFP dates and deadlines?**

The anticipated procurement timeline is as follows:

- Release of RFP: June 1, 2026
- Deadline for submission of questions: June 15, 2026 by 5:00 PM (CST)
- Proposal submission deadline: June 19, 2026 by 5:00 PM (CST)
- Anticipated award notification: No later than June 26, 2026

All dates are subject to change at the discretion of Collaborative for Children.



## Proposal Submission

### **7. How should proposals be submitted?**

Proposals must be submitted electronically via email to:  
[elqn@collabforchildren.org](mailto:elqn@collabforchildren.org)

The subject line must read:

“Facilities, Safety and Security Services Proposal”

### **8. What type of pricing is required?**

Vendors must provide estimate-based pricing by Project ID Group for each service category.

Pricing must include:

- Labor
- Materials
- Equipment
- Installation
- Cleanup

### **9. Are prices considered final?**

No. All pricing is preliminary and subject to change following site verification and approval.

### **10. Can vendors submit multiple proposals?**

Yes. Vendors may submit:

- One proposal covering multiple service categories, or
- Separate proposals by category

### **11. How will proposals be evaluated?**

Proposals will be evaluated based on the criteria outlined in the RFP, including experience, approach, pricing, capacity, and completeness.

### **12. Will Collaborative for Children request interviews or additional proposal revisions?**

Collaborative for Children may request clarifications, conduct interviews, or invite selected vendors to participate in a Best and Final Offer (BAFO) process.

## Project Execution

### **13. Can vendors contact sites directly?**

No. Vendors must not contact sites directly unless explicitly authorized. All coordination must be conducted through Collaborative for Children.



**14. When can work begin?**

Work may begin only after:

- Site verification
- Final scope approval
- Written authorization from Collaborative for Children

**15. What are the required project timelines for completion?**

Work must be completed or scheduled for completion no later than the week of July 15, 2026, in accordance with funding requirements.

**16. Can materials be purchased before approval?**

No. Materials must not be purchased, and work must not begin without prior written approval. Unauthorized costs will not be reimbursed.

**17. How will projects be scheduled?**

Scheduling will depend on:

- Project priority
- Vendor capacity
- Site readiness

Projects may occur simultaneously at multiple locations.

**18. Will site visits be conducted prior to final project approval?**

Yes. Final scope and pricing will be confirmed following site verification prior to written authorization.

**19. Can vendors propose alternative solutions or materials?**

Yes. Vendors may propose alternatives; however, all recommendations must meet safety, durability, and childcare environment standards and must be clearly identified in the proposal.

**20. What happens if site conditions differ from the RFP description?**

Any changes to scope must be submitted in writing and approved prior to execution. Unauthorized work will not be reimbursed.

## **Payment and Invoicing**

**21. What are the payment terms?**

Payments are typically issued within thirty (30) to forty-five (45) days after:

- Project completion



- Submission of required documentation
- Approval of work

**22. What documentation is required for payment?**

Contractors must submit:

- Final invoice
- Before and after photos
- Completion documentation, as applicable

Incomplete documentation may delay payment.

**23. Are advance payments allowed?**

No. Payment is processed only after services are completed and approved.

**24. How are changes to scope handled?**

All changes must be:

- Submitted in writing
- Reviewed and approved prior to execution

Unauthorized work will not be reimbursed.

## **Contracting and Compliance**

**25. Will multiple vendors be selected?**

Yes. Collaborative for Children may award contracts to multiple vendors across service categories.

**26. What happens after a vendor is selected?**

Selected vendors will:

- Execute a formal agreement
- Provide required insurance and compliance documentation
- Receive assignment of approved Project ID Groups

**27. Are insurance and background checks required?**

Yes. Vendors must comply with all insurance requirements and Texas Child Care Licensing requirements, including background check standards for personnel.

**28. What certifications are required as part of the proposal?**

Vendors must submit all required signed certification forms included in the RFP. Failure to submit required forms may result in the proposal being deemed non-responsive.

Required certifications include:



- Certification Regarding Lobbying
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- State Assessment Certification
- Certifications Regarding Assurances and Certifications
- Texas Corporate Franchise Tax Certification
- Vendor Conflict of Interest Disclosure Form

**29. Are subcontractors allowed?**

Yes. Vendors may use subcontractors; however, the primary vendor is fully responsible for all work performed and compliance with RFP requirements.

**30. When must insurance documentation be provided?**

Proof of insurance must be provided prior to contract execution and before the start of any work.

**31. Are permits allowed for projects under this RFP?**

No. Work requiring permits is not allowed under this RFP. Vendors must review project scopes carefully and ensure that proposed work does not trigger permit requirements. If a vendor believes a scope may require permitting, it must be flagged and Collaborative for Children should be notified. Unauthorized work requiring permits will not be eligible for reimbursement.

**32. What are the expectations for working in childcare environments?**

Vendors must maintain safe work practices, minimize disruption, and ensure all work areas remain secure and appropriate for environments serving young children.