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REQUEST FOR QUALIFICATIONS FOR INDEPENDENT EVALUATORS

Workforce Solutions for the Heart of Texas (WSHOT) is soliciting interested and qualified individuals to serve as independent evaluators to review and score proposals received for the **Fiscal and Program Monitoring RFP. Independent Evaluator proposals are due Thursday, December 3, 2020 by 12:00 pm.**

Selection Criteria

WSHOT intends to contract with at least three outside evaluators as a result of this RFQ. The selection will be based on the following criteria and scores. Individuals interested in serving as independent proposal evaluators must address the following criteria:

Qualifications – 25 Points

- Knowledge of the workforce system programs and operations fiscal and program requirements. Understanding of the rules and regulations guiding the workforce system programs as administered by the Texas Workforce Commission and the Department of Labor and guided by the Workforce Innovation and Opportunity Act (WIOA). Must have knowledge of state and federal regulations guiding budgets, cost principles and fiscal requirements.

Experience Reviewing Proposals – 25 Points

- Professional experience reviewing same or similar type of proposals, – total number of years of experience with Workforce Center system program evaluations, procurement and/or fiscal tasks. Submit Resume that includes three professional references, the number of years should be supported by information included on your resume.

Conflict of Interest – 25 Points

- Are you currently or have you ever been employed by a Local Workforce Development Board or a contractor that has operated and managed any workforce centers in Texas?
- If yes, which Board or Contractor, Dates of employment, If Board the Name of the Operations and Management Contractor for that Board during the time you were employed:
- No real or apparent conflict of interest in reviewing proposals with vendors. If the Proposer finds that there is conflict of interest, the Proposer will immediately recuse themselves from the evaluation. [SEP]
- Ability to sign code of conduct, non-disclosure, and conflict of interest forms.

Availability – 25 Points

- Available to review/score proposals from December 16 – December 23, 2020.
- Submit completed evaluation instruments for all proposals no later than 12 noon on December 23, 2020;

Workforce Solutions for the Heart of Texas is an equal opportunity employer/programs and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989/ 1-800-735-2988 (voice).

- Available for a conference call on December 23, 2020 to justify any score which more than 5 standard deviations from the mean is.

Compensation

Selected evaluators will be paid \$400.00 for each proposal thoroughly evaluated, including time on the possible conference call.

Response

Interested individuals must submit a cover letter addressing each of the criteria listed above and an abridged resume which highlights experience and key qualifications by **Thursday, December 3, 2020 by 12:00 pm (Noon)**. E-mail delivery is acceptable as well as public or private postal services, please address to:

Workforce Solutions for the Heart of Texas
ATTN: Margie Cintron
801 Washington Avenue, Suite 700
Waco, Texas 76701
254-855-6543
jcintron@grandecom.net

RFP# 13210201 for WSHOT's Fiscal and Program Monitoring is available at: www.hotworkforce.com/

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