

REQUEST FOR QUALIFICATIONS FOR INDEPENDENT EVALUATORS
RFQ #13230202

The Heart of Texas Workforce Development Board (the Board) is soliciting interested and qualified individuals to serve as independent evaluators to review and score quotations received for Career Progression Lattices Update. Responses are due by 1:00 PM, Monday, January 30, 2023.

Selection Criteria

The Board intends to contract with up to two 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 evaluators must address the following criteria:

- Knowledge and understanding of workforce development
- Professional experience reviewing same or similar type of quotations/proposals, knowledge of the operations to be reviewed – Resume that includes three professional references
- Available to review/score quotations February 6 – February 13, 2023.
- Submit completed evaluation instruments for all proposals no later than 12 noon on Monday, February 13, 2023
- Available for a conference call on Tuesday, February 14, 2023, to justify any score which is more than 2 standard deviations from the mean.

Compensation

Selected evaluators will be paid \$500.00 for each quotation thoroughly evaluated, including time on the potential conference call.

Conflict of Interest

Selected evaluators must assure that they have no real or apparent conflict of interest in reviewing proposals with vendors. If an evaluator finds that there is conflict of interest, the evaluator must immediately recuse themselves from the evaluation.

Response

Interested individuals must submit a cover letter addressing each of the criteria listed above and an abridged resume, which highlights experience, key qualifications, and references by 1:00 PM, Monday, January 30, 2023. Please email your responses to kary.kuecker@hotworkforce.com.

The RFQ for Career Progression Lattices Update is available at: <https://www.hotworkforce.com/home/about-us/business-opportunities/>.