

REQUEST FOR QUALIFICATIONS FOR INDEPENDENT EVALUATORS
RFQ #13230201

The Heart of Texas Workforce Development Board (the Board) is soliciting interested and qualified individuals to serve as independent evaluators to review and score various procurements such as RFPs/RFQs/RFAs the Board may conduct between May 1, 2023, through September 30, 2024.

Selection

The Board intends to contract with at least three outside evaluators as a result of this RFQ. The Board will establish a pre-qualified vendor's list from which to select evaluators as the need arises. Offerors must identify the types of procurements they are qualified to assess and evaluate. This will be an open procurement to evaluate procurements for the Board for the dates specified. Offerors placed on the pre-qualified vendor's list will remain on the list for one fiscal year. Vendors on the bidders list are provided with an option to renew annually for three additional years.

Immediate need: the Board is seeking evaluators available to review the current RFP #13230101 Workforce Solutions for the Heart of Texas Center System Operator/Manager, within the timelines listed below. The Board expects to select three independent proposal evaluators for this review. The solicitation can be viewed on the Workforce Solutions for the Heart of Texas' website <https://www.hotworkforce.com/home/about-us/business-opportunities/>. On the Evaluator Qualifications Form, please indicate availability to serve as an evaluator for the RFP Center System Operator/Manager.

**Timeline: RFP #13230101 Workforce Solutions for the Heart of Texas
 Center System Operator/Manager**

Issuance of RFP	May 3, 2023
Bidders Conference	May 10, 2023 @ 10 AM
Courtesy Letter of Intent to Submit Proposal	May 12, 2023
Deadline for Submitting Questions	May 12, 2023 by 5 PM
Question and Answer Release	May 17, 2023 by 5 PM
Proposal Due Date	May 24, 2023 by 1 PM
Evaluation Period	May 24 – June 5, 2023
Recommendation Presented to Board	June 15, 2023
Contract Negotiations	June 22, 2023
Transition Period	June (post-negotiations) – September 30 2023
Assume Operations	October 1, 2023

The Heart of Texas Workforce Board, Inc. 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).

Qualifications

The selection will be based on the following criteria. Individuals interested in serving as independent proposal evaluators must address the following criteria below in the Evaluator Qualifications:

1. Knowledge and / or experience with local workforce development boards. <https://twc.texas.gov/partners/workforce-development-boards>.
2. Thorough knowledge and understanding of the operations and management of Workforce regulations and programs <https://twc.texas.gov/programs>.
3. Work experience in the areas of education, workforce development and/or grant funded programs.
4. Demonstrated professional experience evaluating and scoring proposals for workforce and/or Child Care services and/or similar programs.
5. Demonstrated knowledge, understanding and/or experience evaluating budgets.

Compensation

Selected evaluators will be paid no less than \$400 per proposal thoroughly evaluated for procurements under \$250k and no less than \$700 per proposal for procurements over \$250k, depending on complexity. Evaluators will be paid a flat cost rate to review and score written proposals. This flat rate also requires attending calls as necessary. Offerors must complete the evaluation of all proposals received in entirety and attend requested meetings. Travel is not anticipated for these engagements, however, if necessary, any travel costs will be reimbursed based upon actual expenses, not to exceed maximum state rates.

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 complete and submit complete and submit the Evaluator Qualifications Form (Attachment A). Three professional references and a resume that supports the information in the qualifications should be included. Cover letters are optional. Submit all documents via email by **1:00 PM, Wednesday, May 24, 2023**. Please send your responses to erin.dosher@hotworkforce.com.

**ATTACHMENT A
EVALUATOR QUALIFICATIONS FORM**

Complete all of the information requested. Please limit your response to six (6) pages. The response should also address the requirements listed in the **Qualifications** section of the RFQ above. Resumes and references are not included in the page limit. Incomplete forms and/or forms that exceed the page limit will not be considered.

Name:		
Mailing Address:		
City:	State:	ZIP:
Phone Number:	Email Address:	
Name of Current Employer:		

Resume attached? Yes No

1. Local Workforce Development Board

Are you currently or have you ever been employed by a Local Workforce Development Board in Texas? Yes No

If yes, which Board?

Dates of employment:

Name of the Workforce Center Operator/Manager Contractor for that Board during the time you were employed:

Not including employment, are you currently receiving or have you ever received payment or funding from a Local Workforce Development Board in Texas (either directly or through a Board Contractor)? Yes No

If yes, what is the name of the organization?

Name of the Texas Local Workforce Development Board that issued the payment/funding:

Dates:

Describe your experience and/or knowledge of local workforce development boards:

2. Workforce Programs

Describe your knowledge, experience, and/or understanding of the operations and management of workforce regulations and programs. Describe how you meet the key program qualifications listed in the **Qualifications** section of the RFQ, including knowledge of state and federal regulations:

3. Education/Grant funded/Related Program Experience

Describe your knowledge, experience and/or understanding of education, other grant funded or similar programs and how you meet the key program qualifications listed in the **Qualifications** section of the RFQ:

4. Evaluator & Procurement Experience

Describe your experience as an evaluator, types of procurements you have reviewed, include experience evaluating and scoring workforce, Child Care and similar programs and the types of procurements you feel qualified and interested in scoring:

Number procurements for which you served as an Evaluator:

Number of procurements for which you developed solicitation specifications (this includes RFPs, but does not include writing proposals to receive funding):

Describe your procurement experience (this does not include writing proposals to receive funding or auditing procurements), including titles of procurements and type of service procured, and how you meet the key procurement qualifications listed in the **Qualifications** section of the RFQ:

5. Total Experience

Provide the total number of years of experience with program, procurement, budgets and/or fiscal tasks (The number of years should be supported by information included on your resume):

6. Budget & Fiscal Experience

Describe your knowledge, experience and/or understanding of budgets:

7. Availability

1. Are you available to evaluate the RFP #13230101 Workforce Solutions for the Heart of Texas Center System Operator/Manager? Yes No

2. Describe your availability to serve as an evaluator for other WSRCA procurements issued through September 2024.

By completing and signing this form, you acknowledge and confirm the information you provided is true, accurate, and verifiable.

Signature

Date