



## **Request for Qualifications for**

**Evaluators to Review Proposals Received for the Workforce Solutions for South Texas Operation and Management of the Child Care Services (CCS) Program - Serving Jim Hogg, Webb and Zapata Counties**

**Release Date: April 11, 2018**

**Submission Deadline: April 25, 2018 by 12:00 PM (CST)**

**Issued by:  
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## EVALUATOR REQUEST FOR QUALIFICATIONS

The Workforce Solutions for South Texas (WSST) Board is seeking qualified individuals to serve as independent evaluators to review proposals received for the operation and management of the Child Care Services Program. WSST will select three (3) independent evaluators to evaluate proposals submitted in response to WSST's Request for Proposals (RFP). A copy of the RFP is available from the WSST's website at: [www.southtexasworkforce.org](http://www.southtexasworkforce.org)

### **Evaluation Criteria:**

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|---|-----------|
| 1) Demonstrated Knowledge, Qualifications | 25 points |
| 2) Years of Experience                    | 25 points |
| 3) Conflict of Interest                   | 25 points |
| 4) Availability                           | 25 points |

Qualified evaluators must address the following criteria, completed responses cannot exceed 6 pages, resumes are not included in the page limit, but should be concise:

### **Criteria 1): Demonstrated knowledge of workforce programs administered by TWC as evidenced by past work history**

- Having a working knowledge and understanding of the CCS program administered by the Texas Workforce Commission (TWC) and the Administration for Children and Families (ACF) and the workforce programs that utilize CCS as a support service, Workforce Innovation and Opportunity Act (WIOA), procurement or quality assurance;
- Knowledge of state and federal regulations regarding CCS budgets, cost principles and fiscal requirements.

### **Criteria 2): Prior similar work experience evaluating workforce system proposals, specifically CCS**

- Prior experience in evaluating Request for Proposals, total number of years of experience with CCS program evaluations, procurement and/or fiscal tasks (The number of years should be supported by information included on your resume):

### **Criteria 3): Conflict of Interest**

- Are you currently or have you ever been employed by a Local Workforce Development Board in Texas?
- If yes, which Board, Dates of employment, Name of the Child Care Services 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 a conflict of interest, the Proposer will immediately recuse themselves from the evaluation.
- Ability to sign code of conduct, non-disclosure, and conflict of interest forms.

#### **Criteria 4): Availability**

- Available to independently evaluate proposals during the period of May 21 – June 8, 2018; and
- Availability to participate in a conference call evaluation session (if needed). The necessity for a conference call will depend on any significant variances in evaluator responses.

#### **Compensation**

Evaluators will be paid \$450 per proposal evaluated and evaluation documents received on or before the due date. This compensation is inclusive of the possible conference call. Workforce Solutions for South Texas will furnish copies of the RFP, responsive proposals, scoring documents and instructions. All materials will be delivered on or before May 21, 2018. Completed scoring documents must be submitted to WSST via e-mail by 12:00 noon, June 8, 2018.

#### **Response**

The deadline for submitting a response to this RFQ is **April 25, 2018 by 12:00 PM (CST)**. Interested parties should submit their qualifications in a cover letter that addresses the Criteria Information along with a resume detailing relevant experience by e- mail to [bertha.millan@southtexasworkforce.org](mailto:bertha.millan@southtexasworkforce.org), or mail to:

**Workforce Solutions for South Texas  
500 E Mann Road, Suite B5  
Laredo, TX 78041  
(956) 722-3973**

Please note that it is the responsibility of the sender to verify receipt of submitted information.

#### **Selection:**

WSST staff will review submitted qualifications and score in alignment with the evaluation criteria and recommend those for selection that are in the best interests of WSST. Individuals will be notified of selection on or about **May 1, 2018**.