



Workforce Solutions for South Texas Request for Qualifications – Independent Evaluators

Workforce Solutions for South Texas (WSST) Board is soliciting qualifications from independent evaluators to review and score proposals received by the WSST Board for:

- Operation and Management of the Workforce Centers and
- Operation and Management of the WIOA Youth Services Program

WSST will select three (3) independent evaluators for each of the procurements; that will result in two (2) evaluation teams. Proposers may submit qualifications for consideration of both procurements.

Compensation

- Selected evaluators will be paid \$450.00 per proposal received and evaluated completely and timely. Compensation is inclusive of costs for a possible conference call.

The selected evaluators will observe the following anticipated schedule:

- June 30, 2016 by 12:00 PM (CST) – Proposals for Operation and Management of Workforce Centers and proposals for Operation and Management of WIOA Youth Program Services are due;
- July 1, 2016 – Proposals, evaluation instrument and instructions to be delivered to selected independent evaluation team members;
- July 1 – 18, 2016 – Selected independent evaluators will review and score proposals;
- July 18, 2016 by 12:00 PM (CST) – Evaluation forms submitted;
- July 19, 2016 – Evaluators Conference Call, if deemed necessary

Key Qualifications

Individuals interested in serving as independent proposal evaluators must have a thorough, working knowledge and understanding of workforce programs as administered by the Texas Workforce Commission. Independent proposal evaluators will be selected based on prior similar work experience.

Independent proposal evaluator submission requirements for this solicitation include:

- Cover Page to include a brief biographical synopsis detailing key qualifications and prior experience evaluating workforce system procurement proposals. Proposers need to indicate for which procurement the qualifications submitted should be considered (40 points);
- Availability to evaluate and score proposals beginning July 1, 2016 through July 18, 2016 (25 points)
- Resume with a minimum of three (3) references validating similar work performed (15 points);
- Statement agreeing to the \$450.00 payment for each proposal evaluated (10 points); and
- Availability for possible evaluator conference call on July 19, 2016 (10 points).

All interested evaluators are strongly encouraged to read the RFPs and the Question & Answers for each procurement found at www.southtexasworkforce.org (click on the Business Partnership tab).

Responses to this RFQ must be received no later than **12:00 PM (CST), June 22, 2016**, whether by postal delivery, email or facsimile transmission. Submit qualifications to:

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