



**REQUEST FOR QUALIFICATIONS
FOR
INDEPENDENT EVALUATORS
TO EVALUATE PROPOSALS RECEIVED
FOR THE OPERATION AND MANAGEMENT OF
WORKFORCE SOLUTIONS CAPITAL AREA CAREER
CENTERS AND YOUTH SERVICES REQUEST FOR
PROPOSAL**

**Issued March 20, 2025
Response Deadline – April 3, 2025, 1:00 p.m., CST**

**9001 N IH 35, Suite 110E
Austin, Texas 78753
(512) 597-7100**

www.wfscapitalarea.com

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Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice).

**REQUEST FOR QUALIFICATIONS (RFQ)
For Independent Evaluators**

The Workforce Solutions Capital Area Workforce Board (“Board”) is seeking qualified individuals to serve as independent evaluators to evaluate proposals submitted in response to our Request for Proposals (RFP) for the Operation and Management of Workforce Solutions Capital Area Career Centers and Youth Services. The RFP posting can be obtained on the ESBD website, *ESBD Solicitation ID: CAREER-CENTER*.

Through this Request for Qualifications (RFQ), the Board will select up to three (3) qualified independent evaluators. Evaluators will be paid \$700 per proposal evaluated if scoring documents are received on or before the due date. This compensation is inclusive of the possible conference call.

Qualified evaluators must meet the following minimum requirements:

- Having a working knowledge and understanding of the Texas Workforce System, to evaluate proposal preferably in the areas of operation and management of career centers, youth services, procurement, or quality assurance
- Work experience in the areas of workforce development and or grant funded programs, youth services
- Prior experience in evaluating and scoring proposals for workforce, youth and or similar programs
- Proposers are required to state, within their cover letter, that they have no real or apparent conflict of interest in reviewing proposals with vendors and will consent to signing the Non-Disclosure and Conflict of Interest Agreement. If a Proposer finds that there is a conflict of interest, the Proposer must immediately recuse themselves from the evaluation
- Proposers must be available to independently evaluate proposals during the period of **April 28 – May 13, 2025** and,
- Proposers must be available to participate in a conference call evaluation session (if deemed necessary by the Board). The necessity for a conference call may depend on any significant variances in evaluator responses.

Anticipated Evaluation Schedule*

RFQ Release Date	March 20, 2025
RFQ Response Deadline	April 3, 2025 at 1:00 p.m. (CST)
Notification of RFQ Evaluator Selection	April 10, 2025
Conflict of Interest/NDA - To Be Signed	April 10, 2025
Evaluation Window	April 28 – May 13, 2025
Independent Evaluator Scores Due	May 13, 2025 at 12:00 p.m. (CST)
Possible Evaluator Conference Call	TBD


**Dates and times are subject to change.*

Interested parties must submit a Statement of Qualifications, Cover Letter and Resume outlining contact information and relevant experience to wfs.procurements@wfscapitalarea.com by **1:00 p.m., CST, April 3, 2025. Responses submitted after the Submission Deadline will NOT be considered under any circumstances.**

All responses to this RFQ will be internally evaluated for an estimated selection date of April 10, 2025. Workforce Solutions Capital Area will furnish virtual copie(s) of responsive RFP proposals, scoring documents, and instructions. All materials will be sent to selected independent evaluators via email by April 28, 2025.

Selected Independent evaluators must submit their completed scoring to wfs.procurements@wfscapitalarea.com by **12:00 noon, CST on May 13, 2025.**

End of RFQ Document

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