



REQUEST FOR QUALIFICATIONS

Workforce Solutions Brazos Valley (WSBVB) is soliciting interested and qualified individuals to serve as independent evaluators to review and score proposals received for the:

Child Care Services Program (CCS)

and/or

Workforce Center Services Programs (WCS)

and/or

Business Services Program (BSU)

Selection Criteria

WSBVB intends to contract with between three and nine evaluators for the proposals based upon the qualifications of the evaluators. Preference will be given to evaluators who can evaluate the different types of proposals. Workforce Solutions Brazos Valley reserves the right to accept or reject any or all proposals submitted. Workforce Solutions Brazos Valley also reserves the right to make no award as a result of this RFQ.

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

Qualifications – 25 Points

- ✓ Knowledge of the CCS, WCS, and/or BSU program and understanding of the rules and regulations guiding the CCS, WCS, and/or BSU Program as administered by the Texas Workforce Commission, the Administration for Children and Families (ACF), and the Workforce Innovation and Opportunity Act (WIOA).
- ✓ Knowledge of state and federal regulations guiding CCS, WCS, and BSU budgets, cost principles, and fiscal requirements.
- ✓ Knowledge and understanding must include the new CCS rules effective October 1, 2016.

Experience Reviewing Proposals – 25 Points

- ✓ Professional experience reviewing same or similar type of proposals, total number of years of experience with CCS, WCS, or BSU program evaluations, procurement and/or fiscal tasks.
- ✓ Submit Resume that includes three professional references; the number of years should be supported by information included on your resume.

Conflict of Interest – 25 Points

- ✓ Are you currently or have you ever been employed by a Local Workforce Development Board in Texas?

www.bvjobs.com

Workforce Solutions Brazos Valley Board
3991 East 29th Street ▪ Bryan, Texas 77802 ▪ (979) 595-2800 ▪ FAX (979) 595-2810

Equal opportunity employer/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Deaf, hard-of-hearing and speech impaired customers may contact: [RELAY Texas](http://www.relaytx.com): (800) 735-2989 (TTY) or 711 (Voice)



- ✓ If yes, please specify which Board, the dates of employment, and the name of the Child Care, Workforce Center, or Business 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.

Availability – 25 Points

- ✓ Available to review and score proposals and conference from June 4th – June 8th, 2018
- ✓ Submit completed evaluation instruments for all proposals no later than 12 noon on June 8th, 2018;
- ✓ Available for a conference call on June 10th, 2018 to justify any score which is more than 3 standard deviations from the mean.

Compensation

Selected evaluators will be paid \$450.00 for each proposal thoroughly evaluated, including time on the possible conference call. One evaluator will be selected to be the lead.

Response

Interested individuals must submit a cover letter addressing each of the criteria listed above; the completed check list attached to this RFQ and an abridged resume, which highlights experience and key qualifications by **Friday, May 18th, 2018 by 12:00pm (Noon) CST**. E-mail delivery is acceptable as well as public or private postal services, please address to:

Workforce Solutions Brazos Valley Board
ATTN: Shawna Rendon
Board Program Administrator
3991 East 29th Street
Bryan, Texas 77802
979-595-2800
SRendon@bvcog.org

The RFP for WSBV CCS, WCS, and/or BS Programs is available at: <http://bvjobs.org/about-us/request-for-proposals/>. If you have questions please contact Shawna Rendon at SRendon@bvcog.org.

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