



**REQUEST FOR QUALIFICATIONS  
FOR  
EVALUATORS  
TO REVIEW PROPOSALS RECEIVED FOR THE OPERATION  
AND MANAGEMENT OF WORKFORCE SOLUTIONS  
CAPITAL AREA CAREER CENTERS**

**Issued March 10, 2022, 1:00 p.m., CST  
Response Deadline – March 23, 2022, 1:00 p.m., CST**

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

**[www.wfscapitalarea.com](http://www.wfscapitalarea.com)**

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## EVALUATOR REQUEST FOR QUALIFICATIONS

The Workforce Solutions Capital Area Workforce Board (“Board”) is seeking qualified individuals to serve as independent evaluators to review proposals received for the operation and management of Workforce Solutions Capital Area Career Centers.

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, procurement, or quality assurance;
- Prior experience in evaluating Request for Proposals;
- Proposers are required to state, within their cover letter, that they have 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;
- Available to independently evaluate proposals during the period of **April 22 – May 3, 2022**; and
- Available 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.

Evaluators will be paid \$550 per proposal evaluated and evaluation documents received on or before the due date. This compensation is inclusive of the possible conference call.

All responses will be reviewed for selection, and evaluators will be selected by April 7, 2022. Workforce Solutions Capital Area will furnish copies of the request for proposals, responsive proposals, scoring documents and instructions. All materials will be sent on April 21, 2022. Scoring documents must be complete and emailed to: [wfs.procurements@wfscapitalarea.com](mailto:wfs.procurements@wfscapitalarea.com) by **12:00 noon, CST on May 3, 2022**.

Interested parties should submit a Statement of Qualifications, Cover Letter and Resume detailing relevant experience to: [wfs.procurements@wfscapitalarea.com](mailto:wfs.procurements@wfscapitalarea.com). The deadline for submitting a response to this RFQ is **1:00 p.m., CST, March 23, 2022**.

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

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