




**REQUEST FOR QUALIFICATIONS
FOR
EVALUATORS
TO REVIEW PROPOSALS RECEIVED FOR THE
MANAGEMENT AND OPERATION OF CHILD CARE
SERVICES**

Issued Date: April 22, 2024, 1:00 p.m., CST
Response Deadline: May 2, 2024, 1:00 p.m., CST

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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 Child Care Services.

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 of 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 **May 10 – May 30, 2024**; 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 \$600 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 May 7, 2024. Workforce Solutions Capital Area will furnish copies of the request for proposals, responsive proposals, scoring documents and instructions. All materials will be sent on May 10, 2024. Scoring documents must be complete and emailed to: wfs.procurements@wfscapitalarea.com by **1:00 p.m., CST on May 30, 2024**.

Interested parties should submit a Statement of Qualifications, Cover Letter and Resume detailing relevant experience to: wfs.procurements@wfscapitalarea.com. The deadline for submitting a response to this RFQ is **1:00 p.m., CST, May 2, 2024**.

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

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