

REQUEST FOR QUALIFICATIONS FOR INDEPENDENT EVALUATORS

The Dallas County Local Workforce Development Board, Inc., dba Workforce Solutions Greater Dallas (WFSDallas) seeks interested and qualified individuals to serve as independent evaluators to review and score responsive proposals received for Child Care Services provided in Dallas County, Texas. **Evaluation proposals are due by 12:00 P.M. CDT on Thursday, May 2, 2024.**

Selection Criteria

WFSDallas intends to contract with up to two outside evaluators as a result of this RFQ. Interested individuals must address the following criteria for consideration:

- Professional experience in evaluating and scoring child care services or workforce proposals
- Demonstrated knowledge of Child Care Services
- Knowledge of workforce development programs in general
- Knowledge and experience with local workforce development boards
- Resume that includes three professional references

Compensation

The selected evaluators will be paid \$600.00 for reviewing and fully evaluating each proposal, including time via potential Zoom meeting.

Proposal Evaluation Deadline

Proposals must be scored and completed by May 7, 2024, and scoring documents must be submitted to the Dallas County Local Workforce Development Board at: procurement@wfsdallas.com by 12:00 P.M. CDT May 7, 2024. Evaluators may be required to participate in a Zoom meeting from 9:00 A.M. to 12:00 P.M. on Friday, May 10, 2024, to discuss any criteria that has significant variance in a proposal scoring.

RFP Process Distributions

The Board will provide sufficient copies of the RFPs, responsive proposals, evaluation tool and Q&A document via email on Thursday, May 2, 2024.

Conflict of Interest

The selected evaluators must ensure that they have no real or apparent conflict of interest in reviewing any proposals by completing a Conflict-of-Interest form provided by the Board. If the selected evaluator finds that there is conflict of interest with any of the proposals, the evaluator must immediately recuse him/herself from the proposal evaluation process.

Submissions

Interested individuals must submit a cover letter addressing each of the criteria listed above and an abridged resume that highlights experience and key qualifications by 1:00 P.M. CDT, Monday, April 22, 2024. You may email the information requested to: procurement@wfsdallas.com. Please address to:

Workforce Solutions Greater Dallas
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The Request for Qualifications for Independent Evaluators is available at: [Workforce Solutions Greater Dallas \(wfsdallas.com\)](http://Workforce Solutions Greater Dallas (wfsdallas.com))