



REQUEST FOR QUALIFICATIONS #26-441 FOR INDEPENDENT EVALUATORS

Workforce Solutions Deep East Texas is soliciting interested and qualified individuals to serve as independent evaluators to review and score proposals received by the Workforce Solutions Deep East Texas Local Workforce Development Board (Board) for the Operation and Management of its Workforce Centers and Programs. The Board expects to select three (3) independent proposal evaluators as a result of this Request for Qualifications (RFQ). A copy of the RFQ is available on the Board's website at: <https://detwork.org/about-us/doing-business>.

Evaluation Criteria: Individuals interested in serving as independent proposal evaluators must meet the following criteria:

- Availability (10 POINTS)
Respondent must assure that he/she will be available to review and score proposals between March 9 – 30, 2026 and will be available, if necessary, for a virtual meeting to discuss any significant variance in proposal scoring on April 2, 2026.
- Qualifications (45 POINTS)
Respondent must demonstrate his/her qualifications in the form of a resume with references (include contact name and phone number). Resume must include all relevant experience with evaluation services.
- Demonstrated Experience & Effectiveness (45 POINTS)
Respondent must show that he/she has a thorough, working knowledge and understanding of workforce programs administered by the Texas Workforce Commission and services to employers, especially in a medium-sized Board area primarily serving rural communities.
Respondent must also show that he/she has effective and successful experience in reviewing and evaluating proposals. Respondent must include the dates of the review and evaluation of such proposals and the organizations to which the proposals were sent.
- Veteran Heroes United in Business (VetHUB) (5 POINTS)
To qualify, VetHUB certificate must accompany submission.

TOTAL POSSIBLE POINTS: 105 POINTS

Workforce Solutions Deep East Texas is an equal opportunity employer/program. Auxiliary aids and services are available, upon request, to individuals with disabilities.

Schedule:

- March 9, 2026: RFP, proposals, evaluation tools and instructions will be provided to evaluators via email.
- March 9 – 30, 2026: Proposals reviewed and scored. Evaluation forms must be submitted to the Board via email to procurement@detwork.org by 4:00 p.m. CST, Monday, March 30, 2026.
- April 2, 2026, at 1:30 p.m. CST: Evaluators may be required to participate in a virtual meeting to discuss any criteria that have significant variance in proposal scoring.

Compensation: Selected evaluators will be paid \$700 for each proposal evaluated. This payment also includes participation in the virtual meeting scheduled for April 2, 2026, which may become required depending on extent of scoring variance of any criteria.

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 a 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 4:00 p.m. CST, Monday, February 23, 2026.

Submissions must be made via email to: procurement@detwork.org.

Any submissions received after the deadline or lacking a cover letter affirming availability during required timeframes will not be considered.

Notice of Award: Board staff will evaluate the responses based upon the Evaluation Criteria, and all Respondents will be notified through an award or non-award letter, depending on selection status. A service contract will be executed between all awarded evaluators and the Board.