

**REQUEST FOR QUALIFICATIONS  
RFQ WDB #2021-005**

for

**PROPOSAL EVALUATORS**

**For Proposals Received by the Workforce Solutions Southeast Texas Board  
Relating to:  
Management & Operation of the Workforce Solutions Southeast Texas Centers**

RFQ Issued By:  
WORKFORCE SOLUTIONS SOUTHEAST TEXAS BOARD  
510 PARK, SUITE 500  
BEAUMONT, TX 77701  
(409) 719-4750

**ISSUE DATE: April 6, 2021 @ 11:00 A. M., CDST**

**DEADLINE FOR QUESTIONS: April 12, 2021 @ 12 noon CDST**

**RESPONSE DEADLINE: April 15, 2021 @ 10:00 A.M. CDST**

*Workforce Solutions Southeast Texas is an Equal Opportunity Employer / Program*

## Background

The Workforce Solutions Southeast Texas Board (herein referred to as the Board) is an organization that administers federal and state funded workforce development and training programs within Hardin, Jefferson and Orange Counties. Mary Hammon is the Executive Director of the Board. The Southeast Texas Board was formed in accordance with Texas House Bill 1863 on September 11, 1996. The volunteer body is appointed by the Mayor of the City of Beaumont and the County Judges of Jefferson, Orange and Hardin Counties in accordance with SB 642 and HB 1863. All appointments are subject to the approval of the governor. The BOARD is composed of representatives of business and industry, area community colleges, organized labor, community-based organizations, economic development agencies, other educational agencies, the State Employment Service, Texas Department of Human Services, Texas Rehabilitation Commission and public interest groups. Representatives of the private sector constitute a majority of the Board membership. The BOARD is a not-for-profit corporation 501(c)(3). The level of funding received by the BOARD from the Texas Workforce Commission in fiscal year 2021 will be approximately \$27 million. The functional responsibility of the BOARD is to provide policy guidance for and to exercise oversight with respect to the listed activities as well as other workforce development activities in the three county areas. The BOARD conducts primary program operation through three Workforce Centers located in Beaumont, Port Arthur, and Orange. Services are provided in Hardin County at the Silsbee Public Library. The services provided at these locations are through contractors.

**For more detailed information on the services provided by Workforce Solutions and its locations, please visit our website at [www.setworks.org](http://www.setworks.org)**

## SERVICES SOLICITED BY REQUEST FOR QUALIFICATIONS WDB 2021-005

### BACKGROUND CONCERNING THIS REQUEST FOR QUALIFICATIONS

A Request for Proposals (RFP) was issued by the Workforce Solutions Southeast Texas Board (WSSET) for the Management and Operations of the Workforce Centers on March 10, 2021. The RFP responses are due on April 20, 2021. A copy of the documents will be on the WSSET website: [www.setworks.org](http://www.setworks.org). The WSSET would like to utilize the services of independent evaluators to evaluate the proposals received.

### SERVICES REQUESTED

This Request for Qualification (RFQ) provides a uniform method for the procurement of services. It contains the necessary background, requirements, instructions, and information corresponding to this RFQ. The services requested are as follows:

**Availability:** Proposals would be sent electronically to the selected evaluators on April 20, 2021. The evaluation team would read and review the proposals. The evaluators will have a written summary of the strengths and weaknesses of each proposal, using the instrument provided by lead evaluator. The completed instruments and summary would be emailed by the lead evaluator to [rfp@setworks.org](mailto:rfp@setworks.org) no later than April 26, 2021, at noon. The WSSET review committee will meet on April 28, 2021, at 9 a.m. to hear from the evaluators and discuss the proposals. The evaluators would need to be available via conference call for this meeting. This meeting will result in recommendations for contract negotiations that would be presented at the May 4, 2021, Board meeting at 9:30 a.m.

**Knowledge:** The evaluators selected should be knowledgeable of One-stop services under the Texas model.

The evaluators should have the knowledge and analytic ability to provide a thorough and comprehensive evaluation.

**Organizational Skills:** The selected evaluators should be able to organize and summarize the information contained in the proposals and present them in such a way that all pertinent aspects are considered.

### REQUIREMENTS FOR SUBMISSION

**Background Information:** Provide a resume with references for recent same or similar work performed. References should include contact person, phone number, email address and the organization affiliation.

**Selected evaluators will receive \$500 per completed proposal review. We anticipate up to four proposals.** Persons interested in being the lead evaluator should also submit the cost of preparing the evaluation instrument and leading the team and preparing a summary of scores.

### INQUIRIES

Questions concerning this document should be directed to [rfp@setworks.org](mailto:rfp@setworks.org) no later than noon on April 12, 2021.

## RESPONSE DEADLINE

The response deadline is April 15, 2021, at 10 a.m. CDST. Responses must be officially received by this deadline. Official receipt of responses will be by entry on a WSSET log. **Proposals must be sent by email.** However, a proposer may call to confirm that the proposal was received. Responses received after the indicated date and time will not be accepted or considered. Timely delivery to the following email address is the sole responsibility of the offeror:

**Email Address:** [rfp@setworks.org](mailto:rfp@setworks.org) .

## SELECTION PROCESS

- 1. Minimum standards of review.** A bid must meet the following minimum standards before being considered for funding:
  - a. Submitted by the deadline and;
  - b. Submit resume and Bid Cover Sheet.
  
- 2. Evaluation process.** The process for evaluating bids submitted in response to this IFB will be through review and selection by WSSET staff according to the following criteria:
  - Experience and knowledge of workforce center operation 40 points
  - Experience evaluating proposals 40 points
  - No apparent or disclosed conflict of interest 20 points
  - Historically Underutilized Business (HUB) 5 points
  
- 3. Contract.** This procurement should lead to a fixed price contract for completion of the deliverables in a timely manner. Selection will be made no later than April 16, 2021. We anticipate selecting two to three individuals including the lead.

## APPEALS PROCESS

The Board is the responsible authority for handling complaints or protests regarding the procurement and proposal selection process. This includes, but is not limited to, disputes, claims, protests of selection or non-selection for award, or other matters of a contractual or procurement nature. Matters concerning violation of laws shall be referred to such authority, as may have proper jurisdiction.

All proposers will be notified in writing of the final results of the procurement process within ten (10) working days of the decision of the Board. Proposers not selected by this procurement process may appeal the decision by submitting a written Notice of Appeal to the Board within ten (10) working days following the receipt of Board notification of the procurement decision. This written notice must clearly state that it is an appeal and identify (1) the funding decision being appealed; (2) the name, address, phone and fax number (if available) of the appealing party(is); and (3) the specific grounds of the appeal. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued) and addressed to:

**Mary Hammon, Executive Director**  
**P. O. Box 3607**  
**Beaumont, TX 77704**  
**Dated Material Enclosed**

Facsimile or email shall not be accepted at any stage of the appeals process. Written acknowledgement of receipt of the Notice of Appeal will be provided to the appealing party within three (3) working days of receipt of the Notice of Appeal. Such acknowledgement will include specific instructions for completing the appeals process and the date, time and place of the next step, The Informal Hearing.

The filing of an appeal within the specified time frame and in the manner required is a non-waivable requirement. There is no relief accorded to appellants for not filing within the published deadlines or following instructions. The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal within ten business days is a condition precedent. There is no relief accorded appellants for not filing within the deadline. Hearings shall be conducted in accordance with Board procedures.

**Request for Debriefing:** A request for a debriefing may be submitted within fifteen (15) days of the receipt of notification of the procurement decision by any unsuccessful respondent not filing an appeal. The purpose of the debriefing is to promote the exchange of information, explain the procurement process, including proposal evaluation process, and help unsuccessful respondents understand why they were not selected. Debriefings serve an important educational function for proposers, which hopefully will help them to improve the quality of any future proposals.

The debriefing shall be scheduled as soon as possible but no later than thirty (30) days from the receipt of the Request for Debriefing.

## **BID LIMITATIONS**

- The only purpose of this RFQ is to ensure uniform information in the solicitation of proposals and procurement of services under applicable laws and regulations. This RFQ is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the WSSET to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by WSSET.
- The WSSET reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFQ in part or its entirety.
- The WSSET reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. Please refer to the website for updates and changes.
- The WSSET reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.

- The WSSET also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any individual selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- The WSSET reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the Texas Workforce Commission or other funding sources or due to legislative changes.
- Proposers shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WSSET of Southeast Texas for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- No employee, officer, or agent of the WSSET shall participate in the selection, award or administration of a contract supported by WDB funds if a conflict of interest, or potential conflict, would be involved.
- Proposers shall not engage in any activity which will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected.

WORKFORCE SOLUTIONS SOUTHEAST TEXAS  
COVER SHEET  
RFQ # WDB 2021-005

**Evaluator Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number:(\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

Reference Information:

1.

2.

3.