Southern Nevada Workforce Development Board

Workforce Connections

Request for Proposals (RFP)
No. RFP-TPE-VA-25-036

Needed Services:
Third Party Evaluator Services

Release Date:
March 17, 2025

Deadline for Submission:
Friday, April 4, 2025, NLT 1:00 p.m.
Please refer to Section II, RFP calendar of events for a complete RFP schedule.

Assistance Listing Numbers (ALN)
ALN – 17.258 WIOA Title I Adult Program
ALN – 17.259 WIOA Title I Youth Programs, Services, and Activities
ALN – 17.278 Dislocated Workers Program

Letter of Interest (LOI)
To foster efficiency and transparency, entities are strongly encouraged to submit an LOI by 1:00 p.m. on April 2, 2025, indicating their intent to respond to this solicitation at nvwc-procurement@snvwc.org

For additional information, please contact Emilio Pias
Workforce Connections, Quality Assurance Manager
6330 West Charleston Blvd., Suite 150
Las Vegas, NV 89146
epias@nvworkforceconnections.org

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I. Introduction

Workforce Connections, Southern Nevada's Local Workforce Development Board (LWDB), is a public agency that oversees employment and training services for eligible participants in the Southern Nevada Workforce Development Area of Clark, Nye, Lincoln, and Esmeralda counties with Federal funds awarded under the Workforce Innovation and Opportunity Act (WIOA). WIOA legislation provides Federal funds to assist eligible adults and youth with training opportunities and other support services to meet education and employment goals. Workforce Connections awards WIOA funds through a competitive process to organizations to provide these services to the community.

Workforce Connections convenes the public workforce development system in Southern Nevada. As the Local Workforce Development Board (LWDB), Workforce Connections connects employers to a ready workforce through a network of American Job Centers that provide education, training, and employment opportunities.

The vision of the One-Stop Delivery System (OSDS) under WIOA reflects the long-standing and ongoing work of dedicated workforce professionals around the nation to align a wide range of publicly and privately funded education, employment, and training programs, while also providing high-quality customer service to job seekers, workers, and businesses through the OSDS.

The publicly funded workforce system envisioned by WIOA is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of regional economies. It is designed to increase access to, and opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers and provide a comprehensive, accessible, and high-quality workforce development system.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, under Title 2 of the Code of Federal Regulations (CFR) Part 200, sets forth the standards for obtaining consistency and uniformity among Federal agencies for the procurement of goods and services. Established requirements also provide guidelines for Federal awarding agencies and pass-through entities, which shall, at all times, make sure that their procurement actions conform with applicable Federal, State, and local laws and regulations.

A. Authority

Public Law (P.L.) 113-128 WIOA; the Single Audit Act – 31 U.S.C. 7501 – 7507; 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards §200.318 – §200.326; 20 CFR Part 683; State Compliance Policy (SCP) 3.9 Procurement; Workforce Connections' Policy Admin-010-06, and Admin-010-08

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B. Purpose

1. The LWDB, Workforce Connections, seeks proposals from qualified entities with established and verifiable expertise to comprehensively, systematically, and impartially evaluate submitted proposals **only on an as-needed** basis in response to published Requests for Proposals.

2. This effort will focus on acquiring professional services from a qualified entity or entities to perform the above-referenced services.

3. To be considered, entities must respond to this solicitation in accordance with the terms and conditions addressed herein. Proposers must provide full, accurate, and complete information as required by this solicitation and its attachments, as appropriate.

4. Proposals must outline a cost-effective and efficient business approach that aligns with the scope of services and specifications outlined in this solicitation.

5. Proposals must provide a straightforward, concise description of competencies to satisfy the terms and conditions of this solicitation. Expensive bindings, colored displays, promotional materials, flyers, brochures, etc., are not necessary or desired unless strictly required by Workforce Connections. Emphasis should be concentrated on conformance to the solicitation instructions, responsiveness to the solicitation requirements, completeness, and clarity of content.

6. **This solicitation does not commit or bind Workforce Connections to accept any proposal.** Workforce Connections is not responsible for any costs incurred by the proposer in preparing a proposal in response to this solicitation.

7. Workforce Connections understands the significant contribution made by small businesses, minority-owned firms, veteran-owned businesses, and women-owned businesses to our local economy and employment market. Workforce Connections is committed to fostering greater competition by encouraging the participation of proposers certified as small businesses, minority-owned firms, veteran-owned businesses, and women's business enterprises, as appropriate.

8. A consortium, joint venture, or collaboration of organizations with complementary skills and experience may respond to this solicitation by submitting a single proposal; however, the proposal must clearly indicate that all contractual responsibilities will remain solely with one legal institution serving as the lead agent. The lead institution must submit an agreement, properly signed and dated by all members, indicating their roles and responsibilities and commitment to participate in the project.

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9. Workforce Connections may negotiate with any proposer after proposals are reviewed if such action is deemed to be in the best interest of Workforce Connections.

II. Calendar of Events

RFP Timeline

Task	Date[1]
RFP publication date	3/17/2025
RFP-related questions may be submitted starting on	3/17/2025
Last day to submit RFP-related questions	4/2/2025 NLT 1:00 p.m.
Last day to submit an LOI	4/2/2025 NLT 1:00 p.m.
Last day to post answers on the Workforce Connections website	4/3/2025 NLT 1:00 p.m.
Deadline for submission of proposals	4/4/2025 NLT 1:00 p.m.
Evaluation period (on or about)	4/4/2025 to 4//18/2025
Selection of contractor (on or about)	4/22/2025
Recommendation for contract award (on or about)	4/23/2025
Authorization to award a contract (on or about)	5/28/2024
Contract negotiations (if needed)	To be determined
Contract start (contingent upon State approval)	07/01/2025

[1] Dates are subject to change.

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III. Business Information

Proposers must provide a company profile in a table format, as shown below.

Question	Response
Legal business name	
Ownership structure *(sole proprietor, etc.)*	
State of incorporation	
Date of incorporation	
Number of years in business	
Location of company's headquarters	
Location of the office that will provide the services	
The number of employees with the expertise to support the requirements specified in this solicitation	
Nevada State Business License number	
Business license number *(Las Vegas, etc.)*	

A. Please be advised**,** according to NRS 80.010, a corporation organized pursuant to the laws of another State shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between Workforce Connections and the awarded contractor unless exempted explicitly by NRS 80.015.

B. If determined necessary or appropriate, prior to doing business with Workforce Connections, the awarded entity must be licensed by the Office of the Secretary of State. Please visit http://nvsos.gov for additional information.

C. Has the proposer ever been engaged under a contract agreement with Workforce Connections?
If "Yes," the proposer must provide the following information in table format below.

Question	Response
Contract ID	
Contract period	
The total contract award	

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IV. General Provisions

A. Instructions for Submitting Proposals

1. Proposal(s) may be submitted via email to nvwc-procurement@snvwc.org no later than the date and time specified in this solicitation. Late proposals will not be accepted. Technical and cost proposals must be submitted separately.

2. If the proposer elects to submit its proposal via U.S. Postal Services, UPS, or any other type of delivery service, the proposal must be submitted, in printed version, in a sealed envelope and marked, "Request for Proposals (RFP) Third Party Evaluator Services" - No. RFP-TPE-VA-25-036". The name and address of the entity submitting a proposal must also be clearly marked on the envelope. The proposer is responsible for requesting proof of delivery date and time from their selected carrier. All proposals will be time-stamped by Workforce Connections upon receipt.

3. If the proposer elects to hand-deliver its proposal, a signed, unbound original printed version of the proposal must be delivered to Workforce Connections' administrative office on or before 4/4/2025, NLT 1:00 p.m., and in accordance with the instructions provided in this solicitation.

4. Proposers may submit their proposals at any time prior to the specified deadline. A printed version of this RFP can be obtained at the provided address or by simply accessing the Workforce Connections' website at http://nvworkforceconnections.org.

5. These requirements will facilitate an orderly and timely submission of proposals.

6. Workforce Connections' hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m. Workforce Connections' administrative office is located at 6330 West Charleston Blvd., Suite 150., Las Vegas, Nevada, 89146 Telephone 702-638-8750.

7. A proposal may be modified at any given time prior to the scheduled closing date and time for the submission of the proposals. Modifications must be submitted under the exact specifications required for the original proposal with an explicit request to replace the original proposal.

8. All proposals will become the property of Workforce Connections and will be available for public inspection. Further clarification is provided in item **I** **"**Public Record" of this section. All proposals will be kept confidential until a contract is awarded.

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9. Auxiliary aids and services are available upon request for individuals with disabilities. Please email your request to Jan Pieri at jpieri@nvworkforceconnections.org or call 702-636-2349. The TTY/TDD access number is (800) 326-6868 - Nevada Relay 711. A sign language interpreter can also be provided with a 72-hour written request.

B. Format

1. Proposers must follow the format set forth herein and provide all of the requested information. Narratives must be typed in 12-point Times New Roman font on plain white paper with margins of one inch on all four (4) sides, double-spaced, and single-sided printing.

2. The proposal must be submitted with a cover page, incorporated herein as **Appendix A**.

3. The proposal must include the assurance and affirmation form, incorporated herein as **Appendix B**.

4. Proposers must keep narratives as concise as possible while including all requested information. Each narrative must contain a heading indicating the category being addressed. Any attachments must be adequately labeled, indicating the proposal section and the number to which they refer.

5. All proposals must be signed by an officer or representative vested (explicitly, implicitly, or through conduct) with the power to commit the authorizing entity to a binding contract or agreement. Proposals that do not meet the format requirements as specified in this section will be considered non-responsive.

C. Questions

1. All questions related to this solicitation must be submitted via e-mail to nvwc-procurement@snvwc.org**.** Questions may be submitted upon receipt of this solicitation. Questions received after the deadline, as specified in **Sec. II**, will not be answered. The proposer must include the solicitation title and number in the subject line of the e-mail.

2. Responses to questions received will be posted on Workforce Connections' website. Proposers are responsible for checking the website for updated information about this solicitation or responses to submitted questions.

3. Workforce Connections is neither bound by, nor responsible for, any oral representation, clarification, or changes made to this solicitation by Workforce Connections employees unless such clarification or changes are provided to proposers in a written amendment from Workforce Connections.

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D. Rights Reserved

1. Although Workforce Connections intends to award a contract as a result of this solicitation, the issuance of this solicitation in no way constitutes a commitment from Workforce Connections to award and execute a contract.

2. Upon a determination that such action(s) are deemed to be in its best interest, Workforce Connections, at its sole discretion, reserves the right to:
   a) Reject any or all proposals, cancel this solicitation, or to accept or reject any or all items in any or all proposals,

   b) Waive or not waive any immaterial technicality, irregularity, and/or deviation,

   c) Disqualify any proposer on the grounds of actual or apparent conflict of interest,

   d) Delay, amend, reissue, or cancel any part of this solicitation that would not have a significant impact on any proposal,

   e) Modify the solicitation process and timeline,

   f) Reject any proposal based upon the proposer's prior history with Workforce Connections or any other entity which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or any other contractual failures,

   g) Limit the SOW prior to the award of a contract, or not to award a contract, and

   h) If awarded, terminate any contract.

E. Modifications

1. At the discretion of Workforce Connections, if it is deemed necessary or appropriate to amend any part of this solicitation, an amendment will be posted on the Workforce Connections website.

2. Proposers are responsible for checking the website frequently in order to remain informed with respect to this solicitation or any changes.

3. Proposers must insert the information indicated in the RFP package. Failure to acknowledge any amendment to this solicitation will result in the proposal's disqualification and rejection.

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F. Assurances

1. With the submission of a proposal, the proposer assures that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. The proposer also assures that it has not been disqualified or otherwise prevented from proposing or completing a Federal, State, or local government project because of a violation of law or safety and labor standards.

2. With the submission of a proposal, the proposer assures that no funds awarded as a result of this solicitation will be used, or proposed for use, to encourage or induce the relocation of a business, or part of a business, if such relocation will result in the loss of employment for any employee of such business at its original location and such original location is within the United States.

3. Workforce Connections is an equal opportunity employer/program and requires the successful proposer to comply with nondiscrimination and drug-free workplace applicable laws and associated regulations as appropriate.

4. By submitting a proposal, the proposer assures that the entity or organization it represents has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

5. By submitting a proposal, the proposer assures that the entity or organization it represents has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

6. With the submission of a proposal, the proposer assures that the entity or organization it represents has not made, and it will not make, any payment prohibited under 31 U.S.C. §1352(a)(1), which addresses limitations on the use of appropriated funds to influence certain Federal contracting and financial transactions.

7. Each proposer must disclose any existing or potential conflict of interest relative to the performance of the contractual responsibilities resulting from this solicitation. Any such relationship that might be perceived or represented as a conflict of interest must be disclosed. By submitting a proposal in response to this solicitation, the proposer assures that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any public servant or any employee or representative of same, in connection with this procurement action. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically disqualify a proposer's proposal. An award will not be made where a conflict of interest

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exists. Workforce Connections will determine whether a conflict of interest exists and whether it may reflect negatively on Workforce Connections' selection of a contractor.

Workforce Connections reserves the right to disqualify any proposer on the grounds of an apparent or actual conflict of interest.

G. Ex Parte Communication - Prohibited

1. In fostering fairness and transparency, no party or a party representing an entity submitting a proposal shall engage in ex parte communications with any Board member, Local Elected Official (LEO) Consortium member, Workforce Connections Executive Management, or staff, except for the contact person provided in this solicitation. Entities responding to this solicitation are required to submit their questions in compliance with Sec. IV (C) of this solicitation.

2. Except as described in this solicitation, communication, in any way, with Board members, LEOs, Workforce Connections Executive Management, or staff will be considered a violation of this section and will also be distributed immediately to Workforce Connections' Executive Director or designee for review and action. Proposers who attempt to influence the procurement process in any way will be disqualified.

H. Protest

1. Workforce Connections will consider any bona fide protest with respect to its procurement actions. Any entity may file a protest with respect to this solicitation consistent with the procurement protest standards specified in Workforce Connections' Policy Admin-010-08, located on the Workforce Connections' website. The written protest must be submitted to Workforce Connections' Executive Director or designee.

2. Failure by the proposer to request timely clarifications with respect to any omission or inadequacy will not release the proposer from this responsibility. The signing of the "Affirmation Form" will be considered a thorough understanding of this solicitation's provisions, intent, and scope of work.

I. Public Record

Federal, State, and local laws mandate public access to public government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for clarification, exception, amendment, response to this solicitation, or any other written communication between Workforce Connections and the proposer will be available for public inspection as appropriate or permitted by law.

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1. If the proposer believes that any written communication, as appropriate, between the proposer and Workforce Connections, contains proprietary or confidential information the proposer **must** request that Workforce Connections withhold from public disclosure such information by submitting in a separate envelope such information marked as "Proprietary" or "Confidential" and must include the name of the RFP and proposer's name. The proposer must not designate the entire proposal as proprietary or confidential. A proposal that is identified as proprietary or confidential in its entirety will be considered non-responsive.

2. If the proposer requests that Workforce Connections withhold from disclosure information identified as confidential, the proposer understands and agrees to assume all responsibilities for any litigation, objection, or procedure resulting from the non-disclosure.

3. Failure to label or mark any information as "Proprietary" or "Confidential" released by Workforce Connections shall constitute a complete waiver of any and all claims for damages caused by releasing such information.

4. The proposer shall indemnify, hold harmless, and defend Workforce Connections from and against all liabilities, claims, actions, damages, and expenses, including but not limited to attorney's fees and costs that may be awarded to the party requesting the proposer's information.

5. To the fullest extent permitted by law and without limitation by the provisions, as expressed, on this solicitation, the proposer, its partner or partners, if any, responding to this solicitation shall hold Workforce Connections' local elected officials, its respective counties, and cities, the LWDB, their officers, agents, and employees, harmless from and against any claims, court costs, fees, and penalties, settlements, rulings, reasonable legal costs and any other liabilities of any kind arising from the withholding of the proposer's information.

6. All requests to release information pertaining to this solicitation and any subsequent contract award or amendment must be made in compliance with Workforce Connections' established policies and procedures, which can be found at http://nvworkforceconnections.org. Records shall become available for public inspection after a contract is awarded.

V. Licenses and Insurance

The selected contractor may be required to maintain insurance in commercially reasonable amounts calculated to protect itself and the other party under a contract agreement with Workforce Connections.

A. The selected contractor will be required to provide the following, as appropriate:

- Copy of valid State Business License, and/or
- Copy of valid City or County Business License, and
- Copy of valid Certificate of Liability Insurance.

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B. The selected contractor will be required to provide Workforce Connections with copies of the above-referenced licenses and insurance prior to the start of the contract agreement. A copy of such documents will become part of the contract agreement. It shall be understood that Workforce Connections must be added as additional insured on the above-referenced certificate of insurance.

VI. General Technical Review

All proposals will undergo a technical review to ensure that the technical requirements of this solicitation have been met. Those proposals passing the technical review will be forwarded to the evaluation committee for review and evaluation. A proposal that fails to pass the technical review will be considered non-responsive. The general technical review is conducted by Workforce Connections staff. The technical review checklist is incorporated herein as **Appendix D**.

VII. Scope of Work Specifications

A. The purpose of this section is to outline the requirements from Workforce Connections as they pertain to the general scope of service. The main objective is to ensure the highest level of professional, consistent, comprehensive, and cost-effective services.

B. The work covered under these requirements includes furnishing all labor, equipment, supplies, and staffing levels necessary and appropriate to properly fulfill the specifications outlined in the SOW for the full term of the project.

C. No portion of the work specified by this solicitation can be subcontracted or assigned without the prior written approval of Workforce Connections. Request to subcontract or assign all or any portion of the work required under this solicitation must be submitted to Workforce Connections' Executive Director, or designee, at least 30 business days prior, as appropriate, to the proposed effective date of the subcontract. The selected contractor must include in the written request a detailed description of how the contractor plans to supervise the work performed by the subcontractor. The selected contractor will be responsible for the work performed by any subcontractor.

D. The selected contractor(s) will be the sole point of contract responsibility. Workforce Connections will look solely to the selected contractor for the performance of all contractual obligations that may result from an award based on this solicitation. The selected contractor will not be relieved from the non-performance of any or all subcontractors.

E. Scope of Services

It shall be understood and acknowledged that, in addition to these services, all tasks incidental to functions not explicitly listed but generally included in professional Third Party Evaluation services or practices will be provided. Workforce Connections will consider innovative methodologies and solutions to best accomplish the anticipated outcomes.

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1. Consistent with Sec. I(B)(1) the selected contractor is expected to assist Workforce Connections with evaluating submitted proposals only on an as-needed basis in response to published RFPs.

2. Deliverables
   The selected entity is expected to provide, at a minimum, the following services:
   a) Comprehensive evaluation of received proposals for WIOA Title I contracts, in compliance with the solicitation provisions and pre-established evaluation criteria,
   b) Point-score each received proposal, as appropriate, and in compliance with the pre-established evaluation criteria,
   c) As necessary or requested, evaluate technical proposals and cost proposals separately,
   d) Provide accurate and verifiable evaluation reports and methodologies, including but not limited to the scoring matrix for each evaluated proposal,
   e) Provide, prior to implementation, a copy of the evaluators guide,
   f) Provide a summary of the complete evaluation process after the evaluation of all received proposals is completed,
   g) Participate in all required meetings,
   h) Collaborate with Workforce Connections, as required or needed, in all matters pertaining to the solicitation process,
   i) Provide technical assistance with regards to best practices and methodologies associated with the solicitation process,
   j) Adhere to standards of conduct including, but not limited to, the established prerequisites for conflict of interest and confidentiality provisions, and
   k) If determined necessary, provide recommendations that are believed to be essential for consideration during the contract negotiation process.

3. Ensure that all evaluation committee members possess the capacity and expertise to serve on such a committee.

4. Ensure that all evaluation committee members will always avoid any apparent or actual violation of ethical standards, including but not limited to conflict of interest or bias in favor of or against any proposer.

5. Provide for and commit to maintaining the confidentiality of any information discussed, provided, or received during the evaluation process.

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VIII. Qualification Factors

To properly assist Workforce Connections in determining the proposer's capacity to accomplish and deliver the services outlined in this solicitation, the proposer must respond to the following with respect to its ability to meet the requirements under this solicitation effectively and efficiently.

A. Technical Proposal

1. An executive summary which must not exceed four pages including, but not limited to, the proposer's short-term goals and objectives to accomplish the required services, a description of the proposer's products and services related to this solicitation, and the proposer's understanding of the required services under this solicitation.

2. **Business Design**
   The proposer must:
   a) Provide a detailed description of its business practices,
   b) Provide a detailed description of project implementation strategies that the proposer anticipates employing in carrying out the required SOW under this solicitation, and
   c) Provide examples demonstrating that its business possesses a strong familiarity and proficiency in the required services.

3. **Methods of Providing Services**
   The proposer must describe in detail:
   a) The methods that will be used for the implementation of effective and efficient methodologies for professional and impartial Evaluation Services, and
   b) A detailed description of efforts the proposer will undertake to achieve the requirements of the SOW, including a staffing plan, and
   c) A detailed description of the entity's knowledge, expertise, and experience in providing the specified services, and
   d) Demonstrated experience in the fundamentals of Evaluation Services, and
   e) Demonstrated capacity and expertise in requisites and functions pertaining to overall Proposals Evaluation Services.

4. **Prior Work History,** which must include the following:
   a) The proposer's qualifications and capacity to perform the work effectively and efficiently, based on information from professional references (provide the name and contact details of at least two (2) entities or organizations who can attest to the proposer's present and/or past work and professional performance); and
   b) Workforce Connections reserves the right to use any information, positive or negative, to assess the ability of the proposer to accomplish the requirements of this solicitation.

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B. Cost Proposal

Workforce Connections is not committed to accepting the lowest-cost proposal or the conditions imposed by the proposer as a requirement of acceptance. Although significant evaluation factors are presented, Workforce Connections reserves the right, without limitation, to consider any and all other factors that may significantly meet its needs.

1. The cost proposal shall contain detailed pricing-related information to perform the services described in this solicitation.

2. The cost proposal, **Appendix C,** shall be consistent with the SOW specifications of Sec. VII (E). The proposer is encouraged to include a price rationale to ensure the proposed fee can be compared and evaluated.

3. The cost proposal must be submitted to Workforce Connections in a separate sealed envelope and be clearly marked "Request for Proposals (RFP) Third Party Evaluator Services" – RFP-TPE-VA-25-036, only if submitted via U.S. Postal Services, UPS, or any other type of delivery service. Please follow the instructions provided in Sec. IV (A). The name and address of the proposer must also be clearly marked on the envelope. The cost proposal will also be time-stamped.

IX. Proposal Review and Evaluation

A. The submitted proposals will be evaluated by a committee appointed by Workforce Connections' executive management. The evaluation committee will evaluate and score all responsive proposals based on the established evaluation criteria.

B. All proposals will first be evaluated to ensure responsiveness to this solicitation. Workforce Connections reserves the right to reject any proposal as non-responsive if the proposal does not meet the requirements of this solicitation.

C. Workforce Connections may reject any proposal in which the proposer's approach, qualifications, proposed services, or proposed rate/fees are not considered advantageous for Workforce Connections. Workforce Connections reserves the right to request further information or clarification from any or all proposers at any time during the evaluation process.

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D. Proposals will be evaluated based on **Technical** and **Cost** factors as follows:

Category	Maximum Point Value	Description
		Technical Factors
Executive Summary	**10**	▪ Demonstrated conformance and responsiveness to the solicitation instructions and requirements, ▪ Completeness and relevance of content, and ▪ Goals and objectives clearly identify and measure the proposer's projected outcomes. Sec. VIII(A)
Business Design	**20**	▪ Demonstrated capacity and expertise in required services, ▪ Appropriateness and adequacy of proposed project implementation strategies, and ▪ Activities that effectively and efficiently achieve consistency of the proposed approach, methodologies, and deliverables. Sec. VII (E) – Sec. VIII(A)(2)
Methods of Providing Services	**25**	▪ Outlined effective methodology linked to the requested services, Sec. VII & Sec. VIII ▪ Proposer's implementation strategies, plan, and methods to manage the project SOW, and ▪ Clear understanding of the solicitation and the overall project SOW. Sec. VII & Sec. VIII
Prior Work Experience	**25**	▪ Clearly demonstrate the proposer's capacity to perform the work, prior experience, and a number of years conducting work of similar scope, Sec. VII & Sec. VIII ▪ Adequate staffing levels and readily available resources to perform the work, and ▪ Demonstrated ability to perform the requested services.
		Cost Factors
Proposed Rate	**20**	▪ Consistent and in accordance with specified SOW, and ▪ Cost-effectiveness of the proposed rate.

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X. Contract Award

A. Workforce Connections may award one (1) or more contracts as determined to be in the best interest of Workforce Connections. Successful proposers are expected to negotiate and execute a contract and any subsequent amendment(s) with Workforce Connections that may be required to fulfill the services required under this solicitation.

B. The contract (s) awarded as a result of this solicitation are anticipated to start on or about July 1, 2025, and terminate on June 30, 2026. The award amount may be up to $99,000 annually. A contract agreement between Workforce Connections and the contractor must be fully executed prior to the service start date.

C. Workforce Connections may, at its sole discretion, extend the term and increase the awarded amount for this project beyond the initial contract award term pursuant to funds being appropriated or otherwise made available by Federal sources or the State. The funding authority for this project rests on appropriated funds under Title I of WIOA.

D. Workforce Connections' obligation for the performance of this project is contingent upon the availability of appropriated funds from which payments for this project can be made and approval from the State.

E. Consistent with item (B) of this section, a contract extension will be based on the need for services, funding availability, satisfactory performance, and any other factors that Workforce Connections, in its sole discretion, deems appropriate.

F. Workforce Connections reserves the right to incorporate its standard policies and procedures provisions into any agreement resulting from this solicitation, including any provision required by Federal or State law or regulation. The successful proposer is expected to fully comply with all terms and conditions specified in the contract agreement.

G. Workforce Connections reserves the right to negotiate the specific services to be provided based on the requirements of this solicitation and the terms of the winning proposal. If the successful proposer fails or refuses to execute the contract or any subsequent amendment within 15 business days of delivery, Workforce Connections may determine to cancel the award and may award the contract to another proposer.

H. Proposers will be notified in writing of Workforce Connections' decision with respect to their proposal. Formal notice of award, NOA, and final execution of a contract are subject to approval from the State and the authorization of the Local Elected Officials Consortium, as appropriate or applicable.

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Appendix A
Proposal Cover Page
RFP-TPE-VA-25-036
Third Party Evaluator Services

The following information must be completed on a cover page and included with the proposal. A proposal without this cover page may be considered non-responsive.

Legal Business Name: _____

Business Address: _____

Business Phone: _____

Federal TAX I.D. #: _____

Signatory Name: _____

Signatory Title: _____

Main Contact Person: _____

Contact Person Email: _____

Contact Person Phone #: _____

Signatory: _____

Date: _____

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Appendix B
Assurance and Affirmation
RFP-TPE-VA-25-036
Third Party Evaluator Services

Assurance and Affirmation

I affirm that the information in this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understood the specifications and requirements of the Request for Proposals (RFP) and that the entity I represent is prepared to deliver the proposed services as described herein. Furthermore, I certify that I am duly authorized to submit this proposal on behalf of my company. I also understand that by signing any contract agreement initiated as a result of this proposal, my company will be responsible for meeting each deliverable outlined in this solicitation and complying with all applicable federal laws, as well as state and local regulations. I fully affirm and understand that failure to provide the services outlined in the solicitation and my company's proposal may result in the termination of a contract agreement.

Conflict of Interest

I do hereby affirm that no individuals involved in writing, preparing, researching, and/or submitting any part of this proposal are members of Workforce Connections' Board, Programs Committee, Finance and Budget Committee, Executive Committee, Local Elected Officials Consortium, consultants, and/or staff currently employed or employed within the last 24 months. I certify that the organization listed below has no conflict of interest as stated here and in the RFP.

Signatory:

Print Name: _____

Title: _____

Signature: _____

Date: _____

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Appendix C
Cost Proposal
RFP-TPE-VA-25-036
Third Party Evaluator Services

Business Legal Name: _____

Address: _____

Phone: _____

Consistent with Sec. VII, for evaluating received proposals in response to RFPs:

All-inclusive, not to exceed rate per evaluated proposal[2]: **$** _____

Associated Matters:

The proposal(s) to be evaluated would be programmatic, predominately, with the following characteristics[3]:

- 35 to 45 pages of scorable content,
- 8 to 15 prompts,
- 4 to 5 scoring points per prompt on the scoring rubric,
- The proposal will be provided in electronic format,
- The cost proposal must be scored separately:
  - 4 to 5 pages narrative,
  - 5 to 10 pages of budget-related documents,
  - 3 to 5 prompts.

Signatory:

Signature: _____

Print Name: _____

[2] Which will include both, Technical and Cost.
[3] This may be subject to change based on the requirements within the solicitation.

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Appendix D
General Technical Review
RFP-TPE-VA-25-036
Third Party Evaluator Services

Requirements	Please check one
The proposal was submitted by the deadline:	Yes: ☐ No: ☐
Cover page adequately completed:	Yes: ☐ No: ☐
Correct proposal format in the following areas:	
Includes a table of contents	Yes: ☐ No: ☐
12-point Times New Roman font	Yes: ☐ No: ☐
1" margins on all four sides	Yes: ☐ No: ☐
Double spacing	Yes: ☐ No: ☐
Single-sided printing	Yes: ☐ No: ☐
Assurance and Affirmation properly signed:	Yes: ☐ No: ☐
The cost proposal was submitted as required:	Yes: ☐ No: ☐
Recommended for evaluation?	Yes: ☐ No: ☐
---------- Staff – Print Name:	---------- Date:

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