



REQUEST FOR QUOTE for SERVICES
Hearing Officer

The Central Texas Workforce Development Board, dba Workforce Solutions of Central Texas, hereinafter “WSCT,” is seeking a contractor to conduct hearings in accordance with Texas Administrative Code at 40 TAC 823, for customers seeking review of adverse actions under Board-administered workforce services, including Child Care services; Temporary Assistance for Needy Families (TANF)/CHOICES; Food Stamps Employment and Training (FSE&T); Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated and Youth; and Eligible Training Providers (ETP) receiving WIOA funds or other funds for training services.

The great majority of hearings are conducted for customers seeking review of Child Care services denial or termination and are estimated to be 50—75 per year in number, averaging 5—7 per month. Each hearing is estimated to require two (2) hours for conducting the hearing and preparing the resulting decision. State regulations regarding Child Care services are found at 40 TAC 809. WSCT also maintains local policy regarding Child Care services.

The Hearing Officer will also represent WSCT during customer appeals to the State office of the Texas Workforce Commission (TWC), in accordance with 40 TAC 823. Appeals to the State TWC are estimated at 2—6 per year, and are conducted by telephone only.

WSCT staff will schedule hearings and notify customers of date and time, coordinating with Hearing Officer for available dates and times. Hearings are usually held at Workforce Center in Killeen, 300 Cheyenne, or occasionally at Workforce Center in Temple, 201 Santa Fe Way, depending on the customer service point. WSCT will absorb costs of postage for hearing notices and hearing decisions (regular and certified mail). WSCT staff will attend and provide evidence at all hearings.

Contracted work is expected to begin in September 2019 and continue through August 2020. The Contractor shall be an Independent Contractor as that term is defined in State and Federal law and not an employee of WSCT.

The Hearing Officer will be paid a flat-rate fee per hearing. Quote submitted should be a flat fee that includes all costs (preparation, work performed, supplies, travel, etc.)

Selection of the Hearing Office will be based on demonstrated competence, knowledge, qualifications, and on the reasonableness of the proposed fee for the services.

QUALIFICATIONS: The successful candidate will have experience with Workforce programs and regulations applicable to those programs, OR have experience with similar State/Federal programs and regulations. A legal background or attorney’s license is helpful but not required.

DEADLINES: Submission of Quotes: Must be received by Friday, August 16, 2019, at 5:00 pm

CONTACT: Please direct all questions to Wanda L. Williams, Manager, Special Projects, at wandaw@workforcelink.com

SUBMIT QUOTE USING ATTACHED FORM:

In person at 200 N Main, Belton TX 76513

By mail to WSCT, ATTN: Wanda L. Williams, P O Box 450, Belton TX 76513

By FAX to 254.939.3207 to ATTN: Wanda L. Williams



QUOTE FOR SERVICES
Hearing Officer

NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE(S): _____

EMAIL: _____

QUOTE: State the flat-rate fee per hearing that you would require for providing the services requested.

\$ _____ Per Hearing

QUALIFICATIONS: Please attach a resume or similar document showing demonstrated competence, knowledge, and qualifications to perform the services requested.