



Southwest Georgia Workforce Development Board

**Re: WIOA One Stop Operator Services Request for Proposals**

RFP Review Committee Summary

Wednesday, May 6, 2021

2:00 pm, via Conference Call (due to COVID-19 and social distancing requirements)

## **SUMMARY**

The Review Committee met via conference call. The meeting was called to order at 2:01 pm.

Dr. John Marria (Chair), Mr. Allan York, Ms. Amanda Godwin and Ms. Rebecca O'Neil were the committee members present. No members were absent. A quorum was declared.

Conflict of Interest forms had been completed prior to the meeting commencement.

Also, several days prior to the meeting, an email was sent that included the following attachments for review and reference: 2021 One Stop Operator RFP, Attachment R-Proposal Rating Form, current local Procurement Policy(#WIOA-2017-14), RFP Request and Letter of Intent Log Spreadsheet, and completed One Stop Operator RFP Attachment Q-Proposal Responsiveness Checklists.

Ms. O'Neil explained how four (4) WIOA One Stop Operator Services proposals had been received (Arbor E&T, LLC dba EQUUS Workforce Solutions, Eckerd Connects/Eckerd Youth Alternatives, Inc., Georgia Department of Labor and Hightower Workforce Initiatives LLC. All of the proposals, except for Hightower Workforce Initiatives LLC, were found to be Responsive per the Attachment Q-Proposal Responsiveness Checklist and able to move to the next phase in the RFP process which is review and rating to determine Competitiveness.

Ms. O'Neil then reviewed guidelines regarding the RFP proposal review and rating as well as referenced #15 - Proposal Review & Evaluation Process of the RFP on pages 19-23. The Proposal Rating Form was also reviewed and it was explained that this form would need to be completed for each proposal and submitted prior to the next meeting. All members understood the information presented.

Ms. O'Neil explained that an email for each proposal would be sent and would include: a copy of the submitted Proposal including all Attachments, Proposal Synopsis Report (prepared by WDB staff), and Cost Analysis Report (prepared by WDB staff). It was explained that the Proposal Synopsis and Cost Analysis prepared by WDB staff would assist in the review of the proposals. In addition, Ms. Godwin planned to drop off a printed copy of each proposal to Dr. Marria per his request. Mr. York will review the proposals electronically.

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For other business, the next meeting date was set for Wednesday, May 26, 2021 at 10 am and would be via conference call due to concerns regarding COVID-19 and social distancing requirements.

As there was no additional business to discuss, the Chair called for a motion to adjourn the meeting at 2:17 pm. Mr. York made the motion which was seconded by Ms. O'Neil.