



Southwest Georgia Workforce Development Board  
**Re: WIOA One Stop Operator Services Request for Proposals**  
RFP Review Committee Summary  
Friday, April 25, 2025  
10:00 am, via Conference Call

### **SUMMARY**

The Review Committee met via conference call. The meeting was called to order at 10:00 am.

Ms. Donna Williams (Chair), Ms. Brenda Arnold, 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, prior to the meeting, an email was sent that included the following attachments for review and reference: 2025 One Stop Operator RFP, Attachment T-Proposal Rating Form and current local Procurement Policy (#WIOA-14).

Ms. O'Neil explained how one (1) WIOA One Stop Operator Services proposal had been received (Arbor E&T, LLC dba EQUUS Workforce Solutions despite many RFP document requests and four (4) Letters of Intent submitted. The submitted proposal (EQUUS) was found to be Responsive per the Attachment R- 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 gave an overview of each section within the RFP document including the Proposal Review and Evaluation Process. The Proposal Rating Form was also reviewed, and it was explained that this form would need to be completed for the proposal and submitted prior to the next meeting. All members understood the information presented.

Ms. O'Neil explained that an email 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 proposal.

For other business, the next meeting date was set for Tuesday, May 20, 2025, at 10 am and would be an in-person meeting in the WorkSource Conference Room located at the WorkSource Administrative Office located at 75. W. Broad St., Camilla, GA.

As there was no additional business to discuss, the Chair called for a motion to adjourn the meeting at 10:21 pm. Ms. Arnold made the motion which was seconded by Ms. Williams.