



Southwest Georgia Workforce Development Board

Re: WIOA Adult & Dislocated Worker Career Services Request for Proposals

RFP Review Committee Summary

Wednesday, April 24, 2024

10:00 am, via Conference Call

SUMMARY

The Review Committee met via conference call. Mr. Rob Collins, Chair, called the meeting to order at 10:17 am.

Mr. Rob Collins (Chair), Mr. Charlie Sol, 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.

Ms. O'Neil explained how one (1) WIOA Adult Dislocated Worker Career Services proposal had been received (Arbor E&T, LLC dba EQUUS Workforce Solutions). The proposal was found to be Responsive per the Attachment S-Responsiveness Checklist and able to move to the next step which is review and rating to determine Competitiveness.

Ms. O'Neil then reviewed guidelines regarding the RFP proposal review and rating as well as Section V: Proposal Review & Evaluation Process of the RFP. The Proposal Rating Form was reviewed in detail and it was explained that this form would need to be completed for the proposal and submitted prior to the next meeting. A copy of the full RFP document and U-Proposal Rating Form had been emailed prior to the meeting for reference. All members understood the information presented.

Ms. O'Neil explained that a prepared Proposal Synopsis and Cost Analysis would be emailed and would assist in the review of the proposals. She also mentioned that local policies were located on the website if needed for reference.

For other business, the next meeting date was set for Thursday, May 16, 2024 at 10 am and would be in person in the WorkSource Southwest Georgia Conference room located at 75 W. Broad St. Camilla, GA.

As there was no additional business to discuss the meeting was adjourned at 10:47 am.