



Southwest Georgia Workforce Development Board  
**Re: WIOA Youth Services Request for Proposals PY26**

Review Committee Summary

Thursday, April 30, 2026

10:00 am – 12:00 pm

Via Conference Call

(605) 313-5583, access code: 2599118

### **SUMMARY**

The Review Committee meeting was called to order at 10:03 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, the morning of the meeting an email was sent with the Meeting Agenda, 2026 WIOA Youth Services RFP, Procurement Policy #14, and Rating Sheet for review and reference during the meeting.

Ms. O'Neil explained how four (4) WIOA Youth Services proposals had been received (Albany Technical College, Arbor E&T, LLC dba EQUUS Workforce Solutions, C E Mitchell Services Foundation, Eckerd Youth Alternatives, Inc.). Three (3) of the four (4) proposals were deemed 'Responsive' (Albany Technical College, Arbor E&T, LLC dba EQUUS Workforce Solutions, and Eckerd Youth Alternatives, Inc.) 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 referencing Section V - Proposal Review & Evaluation Process of the RFP on pages 30-34 as well as the current local Procurement Policy (#WIOA-14). The Proposal Rating Form (Attachment X) 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. The original signed forms should be brought to the next meeting for the file. All members understood the information presented.

Ms. O'Neil stated that the proposals would be emailed as well as a Proposal Synopsis Report (prepared by WDB staff), and Cost Analysis Report (prepared by WDB staff) for each proposal. The documents were explained and that they would assist with the review of the proposals. All members understood the information presented. Ms. Godwin stated that if printed proposals were needed that these could be provided. Ms. Brenda Arnold stated that she would like printed proposals. Ms. O'Neil acknowledged this and stated that they would be mailed.

For other business, the next meeting date was set for Thursday, May 28, 2026, from 10:00 am to 12:00 pm and would be an in-person meeting.

As there was no additional business to discuss, the meeting was adjourned at 10:23 am.