



Pima County Community Action Agency Board (CAAB)

Request for Proposal (RFP) Review Committee

Tuesday, November 13, 2018

5:30 to 7 p.m.

Kino Service Center, 1st Floor, Meeting Room 123
2797 E. Ajo Way, Tucson, AZ 85713

Meeting Minutes

Members Present

John Vasquez Bedoy, Chair
Cynthia J. Nahsonhoya

Members Absent

Willie Blake
Linda Leatherman

Guests Present

Annabelle Nunez	Ana Maria Medina
Imelda Pines	Brenda Notah
Lori Bable	Alba Jaramillo

- I. Called to Order: John Vasquez Bedoy, Chair, 5:46 p.m.
- II. Review Request for Proposal (RFP) and Process with three new CAAB members – Manira Cervantes, Program Manager, Pima County Community Action Agency (CAA), provided history and information about the Pima County CAA and Pima County CAAB.

The Pima County CAA provides a variety of supportive services to people in Pima County and is one of 12 community action agencies in Arizona.

Community action agencies are administered through counties, cities, councils of government, and private non-profit organizations. Community Action Programs and Agencies throughout Arizona provide a variety of services, which may include:

- ✓ Emergency Financial Assistance
- ✓ Utility Assistance
- ✓ Utility and Telephone Discount Programs





- ✓ Rental/Mortgage Assistance
- ✓ Housing Repair, Rehabilitation and Weatherization
- ✓ Food Boxes and Other Food and Nutrition Programs
- ✓ Case Management
- ✓ Advocacy and Referrals
- ✓ Child Care / Head Start
- ✓ Housing and Homeless Assistance

The Pima County CAAB is the policy advisory board for the Pima County CAA as established pursuant to Resolutions 1980-66 passed by the Pima County Board of Supervisors on July 22, 1980.

The Pima County CAAB was established to coordinate, evaluate, administer, and monitor the Pima County Community Services Block Grant (CSBG) Program in order to impact the causes of poverty, and to mobilize human, social, and economic resources for disadvantaged people in Pima County.

The Pima County CAAB must have fifteen (15) members and is tripartite with five (5) public elected official seats, five (5) low-income representative seats, and five (5) private sector seats.

The Pima County CAAB meetings are always open to the public and run 5:30 to 7 p.m.

Manira Cervantes announced that as of 10/17/18, the Arizona Community Action Agency (ACAA) is now referred to as Wildfire "Igniting lasting change." Wildfire is a growing movement to end poverty. They advocate for fair practices and collaborate on policy issues. Wildfire supports community action initiatives and beyond easing the effects of poverty, their efforts aim to ignite lasting change and to stop poverty before it starts.

The CSBG Program includes an RFP process that John Vasquez Bedoy, Chair, Pima County CAAB explained.

John Vasquez Bedoy reviewed the RFP with the new members and explained that in addition to the regular CAAB meetings that are held at least four times in one fiscal year, the CAAB will be involved with an CSBG RFP process every other year.





The CAAB RFP Committees normally meet during the early months of a calendar year to review RFPs and to recommend funding for CSBG grantees. This is a time intensive process and CAAB members must read and review several Proposals during this selection time frame as well as attend the additional Committee meetings. Travel and mileage may be reimbursed.

Each CAAB member will be asked to serve on at least one (1) RFP Committee. Each Committee is assigned proposals to review and score based on the RFP Priority Area category(s) indicated on the proposal.

For example, the RFP RFP-CSET-CSBG-2018-09 process will include the receipt of multiple proposals from multiple organizations that have indicated in the proposal, the Priority Area program that they are requesting the funds for. The program must have a measurable impact on the causes of poverty in Pima County and must be able to produce measurable outcomes. A score sheet will be provided with each proposal so each Committee member may record *draft* scores in pencil while reading the proposal.

The Priority Areas below follow federal law and have been adopted by the Pima County CAAB:

- 1) Inability to Meet Emergency Needs
- 2) Starvation/Malnutrition
- 3) Inadequate Housing
- 4) Youth Services
- 5) Incomplete Use of Programs and Services

The first RFP Committee meeting will provide the Committee members with the opportunity to discuss the proposals and to determine *draft or final* scores. The proposers will be invited and if needed, the Committee members may ask any present proposers questions about their proposal.

The second RFP Committee meeting will provide the Committee an opportunity to *finalize* scores for each proposal and to provide their "Recommendations for Contract Award" to the CAAB.

After the CAAB approves the "Recommendations for Contract Award," the Pima County Board of Supervisors must also approve the "Recommendations for Contract Award."

III. Adjourned: 7:15 p.m.

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