



QUALITY JOBS. QUALIFIED WORKERS.

**Virtual Microsoft Teams Meeting of the Pima County  
Workforce Investment Board (“WIB”) Performance and Accountability (“P&A”) Committee**

**Wednesday, March 31, 2021, 8:30 a.m.**

**Microsoft Teams meeting**

Join on your computer or mobile app: [Click here to join the meeting](#)

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**Meeting Minutes**

**Members Present**

Brad McCormick, Chair  
Kari Hogan  
Crispin Jeffrey-Franco  
Christopher McNamara

Maria S. Sopher  
Glenda Roark  
Michael Gates

**Members Absent**

Christopher McNamara  
Mark P. Vitale  
Ginny Seltenright  
Aric L. Meares, Past WIB Chair

Peggy Castano  
Jenifer Darland  
Daphanie Conner

**Guests Present**

Anna M. Cunes  
Dalila Perez  
Marcelino Flores

Nils Urman  
Charles Casey

- I. **Called to Order:** Brad McCormick, Chair, 8:35 a.m.
- II. **Action Item:** Motion to approve the 03/24/2021 Pima County Workforce Investment Board “Performance and Accountability Committee” Monthly Meeting Minutes. Kari Hogan motioned to approve; Crispin Jeffrey-Franco seconded the motion; and all were in favor.
- III. **Action Item:** Motion to approve for the Pima County Workforce Investment Board (“WIB”) “Performance and Accountability Committee” to recommend for the Pima County Procurement Department to administer an appropriate, open, and competitive procurement and selection process for the Pima County One-Stop Operator (“OSO”) professional services that are needed for the Local Workforce Development Area (“LWDA”); enter into an appropriate subcontract agreement; and ensure that the Pima County WIB meets all Pima County, Workforce Arizona Council, and Workforce Innovation and Opportunity Act compliance requirements.  
  
Kari Hogan motioned to approve with **recommended edits**; Maria S. Sopher seconded the motion; and all were in favor.
  - A. Kari questioned, the Committee discussed, and all recommended that the following sentence to be removed from Page 1:

Include any unusual circumstances, requirements, if Living Wage apply, per specifications called for herein.

B. Kari also recommended the following revisions and Committee members agreed:

1. Page 11 of 24 **ATTACHMENT 3: QUESTIONNAIRE (2 PAGES)**

**A. Organization Experience: (30 points)**

1. How many agreements has your firm completed as a Subrecipient for the past 3 years for identical or similar projects described in this solicitation? Please include a list of **up to five (5) of each of most recent** agreement description(s), dollar amount(s), and verifiable information.
2. Please describe your organization's **ability to successfully meet similar project timelines and outcomes within budget requirements.**

2. Page 11 of 24 **ATTACHMENT 3: QUESTIONNAIRE (2 PAGES)**

**D. Project Plan: (15 points)**

Proposer must provide a thorough project plan that includes a milestone chart, tasks to be performed, **timeline for completion and implementation**, and proposed staff member designated for the completion of each task.

3. Page 6 of 24

Criteria	Criteria Detail	Criteria Maximum Points
<b>A. Project Plan</b>	Proposer must provide a thorough project plan that includes a milestone chart, tasks to be performed, <b>timeline for completion and implementation</b> , and proposed staff member designated for the completion of each task.  County will base points for the project plan on the quality and thoroughness of the project plan and Proposer's responses to the questions as guided by the Attachment 3 – Questionnaire.	15

4. **Remove F. Sustainability**

**A. Organization Experience: (30 points)**

**B. Sustainability: (5 point)**

- C. The WIB selected SER-Jobs for Progress of Southern Arizona, Inc. ("SER") as the Pima County OSO for the ARIZONA@WORK Pima County One-Stop system for the term 07/01/17 to 06/30/18 with an option for a two-year renewal. SER's current contract will expire 06/30/2021.

**Page 13 of 24**

- 1.1. Initial Term. The Initial Term of this contract commences on July 1, 2021 and will terminate on June 30, 2022. When "Term" is used in this contract, it means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this contract, the parties will, for all purposes, deem the contract to have been in effect as of the commencement date.
- 1.2. Extension Options. County may renew this contract for up to three (3) additional periods of up to 1 year each (each an "Extension Option"). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.

**IV. Next Meeting: April 21, 2021, 8:30 a.m.**

**V. Adjourned: 9:14 a.m.**