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**Virtual Meeting of the Pima County Workforce Investment Board (“WIB”)  
Request for Proposal (“RFP”) Proposal Review Committee**

**Friday, February 19, 2021, 4 to 5 p.m.**

**Virtual and Teleconferencing Attendance**

**Microsoft Teams**

Join on your computer or mobile app: Link is in Outlook Meeting Invitation  
Or call in (audio only): +1 213-279-1657,,283314069# United States, Los Angeles  
Phone Conference ID: 283 314 069#

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**Meeting Minutes**

**Members Present**

Frank Grijalva, Chair  
Dr. Margaret Higgins  
Jenifer Darland

Denise Kingman  
Mary Darling

**Members Absent**

None

**Guests Present**

Anna M. Cunes  
Dalila Perez  
Ramon Serrato  
Eddie Saavedra  
Maria S. Sopher  
Star Romero

Marcelino Flores  
Rose Grijalva  
Trish Muir  
Ginny Seltenright  
Michael Gates

**I. Called to Order:** Frank Grijalva, Chair, 4:07 p.m.

**II. Request for Proposal (“RFP”) Proposal Review Committee Description -** Meets periodically as needed to provide input on, review, read, and rate proposals submitted by agencies desiring to contract with Pima County to provide services related to workforce development. Although this committee meets infrequently, it requires members who are committed and willing to participate through an entire RFP process to assure consistency and credibility.

Anna M. Cunes reminded attendees that the WIB Performance & Accountability Committee provides oversight of the development of the Workforce Innovation and Opportunity Act (“WIOA”)-related RFPs and this Committee will score the Proposals. The also WIB directs Pima County CWD, to competitively procure the One-Stop Operator (“OSO”) and Service Providers, and to enter into appropriate contract agreements.

**III. Workforce Innovation and Opportunity Act (“WIOA”) WIB Functions:** Anna reminded attendees about the following section (d)(10) in the WIOA CHAPTER 2—LOCAL PROVISIONS SEC. 107. LOCAL WORKFORCE DEVELOPMENT BOARDS:

(d) FUNCTIONS OF LOCAL BOARD

(10) SELECTION OF OPERATORS AND PROVIDERS.—

(A) SELECTION OF ONE-STOP OPERATORS.—Consistent with section 121(d), the local board, with the agreement of the chief elected official for the local area—

- (i) shall designate or certify one-stop operators as described in section 121(d)(2)(A); and
- (ii) may terminate for cause the eligibility of such operators.

(B) SELECTION OF YOUTH PROVIDERS.—Consistent with section 123, the local board—

- (i) shall identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (except as provided in section 123(b)), based on the recommendations of the youth standing committee, if such a committee is established for the local area under subsection (b)(4); and
- (ii) may terminate for cause the eligibility of such providers.

**IV. WIB Glossary of Terms:** Anna shared the Excel spreadsheet that has been distributed to the WIB members and WIB Committee members. This may be an ongoing project that will include RFP-related terms if not already.

**V. 2021 RFPs to be Released and Process:** Anna went over the upcoming RFPs/Solicitation processes that may need to be completed and may or may not involve the WIB:

1. RFP-CED-OSO-2021-01 OSO Services - The OSO RFP will be the first of several to be released within the next couple months.
2. RFP-CWD-YSY-2021-02 Workforce Career Services and Staffing provided by Direct Service Providers for Title I-B Youth **Year Round**; and Other Providers for Other CWD Youth programs (SJEC, Las Artes, PVHS)
3. RFP-CWD-YSY-2021-03 Workforce Career Services and Staffing by Direct Service Providers for Title I-B Youth **Short Term/Summer Work Experience (“STWX”)/Basic Skills**; and Other Providers for Other CWD Youth programs (Las Artes, PVHS)
4. RFP-CWD-WS-2021-04 Workforce Workshops provided by Direct Service Providers for Title I-B Adults, Dislocated Workers (“DW”), and Youth; and Getting Ahead Workshops provided by Other Providers

5. RFP-CWD-WFS-2021-05 Workforce Staffing provided by Direct Service Providers for Title I-B Adult and DW; and Other Staffing provided by Other Providers for other Pima County Community & Workforce Development Department (“CWD”) programs (Sullivan Jackson Employment Center-Homeless, Las Artes-High School Equivalency Prep, KSC-Community Action Agency Emergency Services)

The following statement is from the Pima County Shared Governance Agreement:

- 3.7.3.2. No organization or individual involved in the development of contract requirements, drafting of the Request for Proposal (“RFP”) or Invitation for Bids (“IFB”), evaluation of proposals, and identification of awardee will be allowed to compete for or submit a proposal under the procurement action.

The Pima County Procurement Department prefers that three to five people serve on a RFP review panel/committee for each proposal review process and some of the RFP processes, or all, will require a Community member and/or Pima County CWD staff, along with WIB members.

Anna also explained the need for a memo and conflict of interest form to be signed by all participating Committee members for each RFP process.

All of the above RFPs need to be released within the next couple of months and the staffing positions to be filled will be for several funding sources from all or some of the seven CWD divisions.

Notes from the Chat:

Margaret Higgins, The Haven, asks: Please place me on 1 or 5. I always prefer hard copies. Thanks. From Anna: Dr. Higgins will be on the number 5. RFP-CWD-WFS-2021-05 Workforce Staffing evaluation panel.

Denise Kingman, Actually 3 or 4. From Anna: The number 4 RFP-CWD-WS-2021-04 Workforce Workshops has been moved under the number 5. RFP-CWD-WFS-2021-05 Workforce Staffing procurement process so Denise will not be assigned to an evaluation panel at this time.

Ginny Seltenright 1. From Anna: Frank is the only WIB member assigned to the OSO Solicitation evaluation panel so Ginny will not be assigned to this evaluation panel.

**VI. Next Meeting:** To be determined

**VII. Adjourned:** 4:54 p.m.