



Innovative Workforce Solutions

RFP REVIEW COMMITTEE

Yuma Private Industry Council, Administration Building
3834 W. 16th Street, Yuma, AZ 85364
Meeting Link: <https://us06web.zoom.us/j/86586066734>
Meeting ID: 865 8606 6734
Phone: +1 669 900 6833 US
December 10, 2024
10:00 a.m.

MINUTES

I. Call Meeting to Order

Samuel G. Loveless called the meeting to order at 10:02 a.m.

II. Pledge of Allegiance

Patrick Goetz led the Pledge of Allegiance.

III. Roll Call

The roll was called, and those present and absent were:

Members Present (Virtually)	Members Absent
1. Brandon Culpepper	1. Greg LaVann
2. Alejandro Figueroa	
3. Patrick Goetz	
4. Adriana McBride	

Guest/Staff (Virtually):

Samuel G. Loveless, WDB Chair
Nidia Herrera, Executive Director
Alicia Huizar, Contracts Manager
Beatriz Aguilar, Clerk of the Board

IV. Appointment of RFP Review Committee Chair

Samuel G. Loveless, Local Workforce Development Board Chair asked Brandon Culpepper if he is willing to accept the position as Chair for the RFP Review Committee. Brandon Culpepper accepted the Chair position.

Samuel G. Loveless asked for a motion to appoint Brandon Culpepper as the Chair for the RFP Review Committee.

Patrick Goetz made a motion to appoint Brandon Culpepper as the Chair for the RFP Review Committee; seconded by Adriana McBride. The motion was approved unanimously.

The motion carried: 4-0

Alejandro Figueroa introduced himself, he thanked the Board for the invitation and

informed the committee that he will be in the committee in representation on behalf of Yuma County Board of Supervisors and Ian McGaughey, County Administrator. Mr. Figueroa is the Economic Development and Intergovernmental Affairs Director for Yuma County.

V. Request for Proposals Review Committee Overview

Alicia Huizar went over the RFP Review Committee guidelines:

1. Review Committee Objective
To provide the Yuma County Local Workforce Development Board purchasing services with a recommendation as to which vendor proposal is most responsive to the Boards needs specified in the RFP's.
2. Conflict of Interest and Confidentiality Statement
Each committee member will be asked to sign a conflict of interest and confidentiality statement. The document will be emailed to you after this meeting. Once signed please return.
3. Committee Performance
The committee must perform fairly and equitably. If any member identifies a potential conflict of interest during the review of proposals, please notify the Contract Manager immediately.
4. Confidentiality
During the RFP process of evaluation and while meetings are in session, the committee should maintain complete confidential. The committee will have access to information about the proposals that are to be used only during the evaluation process and for discussion only. No members should communicate with anyone outside the committee with any preliminary information or results of what was bid by the vendor, or that a given vendor will be selected. All internal workings of the committee shall be kept confidential until the committee has completed its work and all vendors have been officially notified of the selection.
5. Confidentiality of Evaluators
During the evaluation process, the Board makes every effort to keep the identity of the evaluators in confidentiality and will maintain the confidentiality to the fullest extent, each evaluator will be assigned a number. Therefore, when the evaluation sheet is received you will see a number assigned to each committee member.
6. Proposals
Proposals will be delivered to each committee member, or if preferred, you can pick them up. Hard copies will be provided, but if a committee member prefers an electronic version, we can do that as well. The proposal will be saved on a thumb drive. Please let me know if you prefer the electronic version.

Alejandro Figueroa and Samuel G. Loveless asked for electronic copies.

7. Grading Sheet

Each proposal will have an evaluation sheet attached to the proposal. Each member will initiate, conduct, and complete an individual evaluation of each vendor. The Evaluations will be summarized and consensus score reached for the Committee as a whole. If there are any questions regarding the Evaluation sheet, please inform the Contract Manager.

8. All members will be conscious of and treat all portions of the evaluation with the knowledge that their comments and recommendations will become part of the public record for the contract and subject to the Open Records Act.

9. Vendor Contact

Vendor contact must be strictly through the Contract Manager during the RFP process. Committee members should not engage in any individual meetings, telephone conversations, email, or any other direct contact with vendors.

10. Questions Regarding the Proposals

Any questions from the committee during the proposal review must be submitted in writing to the Contract Manager. The Contract Manager will then forward these questions to the appropriate proposer, who will be asked to submit their responses via email. The Contract Manager will then distribute the responses to the committee members.

11. Finalist

After evaluating all vendor proposals, the committee may invite vendors to provide a presentation.

12. Proposals and Evaluations

After the process, the committee members must return the proposal and their completed evaluation forms to the Contracts Manager by Monday, February 24th. After the committee is done with the process, evaluation forms must be shredded.

13. Vendor Requests for Public Record Documentation

Once the RFP process is complete, any vendor requests for public record documentation must be forwarded to the Contract Manager, who then reaches out to the vendor directly.

14. Approval of the Yuma County Workforce Development Board

The final evaluation and vendor selection must be approved by the board during the Executive Session on March 12, 2025.

15. Next Meeting

The next RFP Committee meeting is scheduled for Friday, February 14, 2025, at 10:00 am. During this meeting, we will be reviewing the evaluation sheets for the proposals.

Committee members will receive the RFP's Friday, December 13, 2025

Patrick Goetz asked if any of the committee members have questions, they would like answered during the February 14, 2024 meeting. Brandon Culpepper asked if there are new vendors that are proposing to service with ARIZONA@WORK, will they provide their past records from serving other workforce boards where they can show their metrics for what they have done as well as for reapplying vendors to see metrics of their quality of service. Patrick Goetz replied, if they are a new vendor yes, they would provide information and references. Mr. Culpepper asked if there are any questions from the committee members, can they be sent to the Contracts Manager to obtain information. Alicia Huizar replied, yes.

Samuel G. Loveless asked, are we aware of anyone else that may be interested other than our current providers. Patrick Goetz replied, Alicia Huizar sends the invite and it goes out across the country.

Alejandro Figueroa asked if the answers to the questions will be managed by the Contract Manager or is the committee involved. Alicia Huizar replied, it will go through the Contract Manager. Once the Contract Manager receives the questions from the proposal, then she will be sending that directly to the Committee member.

The committee proposed dates for the next RFP Review Committee meetings.

VI. Good of the Order

There were no comments for the Good of the Order.

VII. Adjournment

Samuel G. Loveless asked for a motion to adjourn the meeting.

Patrick Goetz made a motion to adjourn the meeting; Seconded by Alejandro Figueroa. Meeting adjourned at 10:30 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board