



YUMA COUNTY

Innovative Workforce Solutions

RFP REVIEW COMMITTEE

Yuma Private Industry Council, Administration Building

3834 W. 16th Street, Yuma, AZ 85364

Meeting Link: <https://zoom.us/j/96681058382>

Meeting ID: 966 8105 8382

Phone: +1 346 248 7799 US

March 10, 2021

11:00 a.m.

MINUTES

I. Call Meeting to Order

Maria Chavoya called the meeting to order at 11:09 a.m.

II. Pledge of Allegiance

Patrick Goetz led the Pledge of Allegiance.

III. Roll Call

ATTENDEES:

Nidia Herrera (Virtual)

Jesus Garcia (Virtual)

Patrick Goetz (Virtual)

Antonio Zuniga (Virtual)

Ian McGaughey (Virtual)

GUEST:

Maria Chavoya, Local Workforce Development Board Chair

STAFF:

Beatriz Aguilar, Clerk of the Board (Virtual)

Alicia Huizar, Contracts Manager (Virtual)

IV. Request for Proposals Review Committee Process

Alicia Huizar went over the committee rules and procedures:

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

3. Committee Performance

It is critical that the committee shall perform a fair and equitable manner; if a member becomes aware of any potential conflict of interest as proposals are being reviewed Local Board staff must be notified immediately

4. Confidentiality

During the process the committee should maintain complete confidentiality,

the committee will have access to information about the proposals that is 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 be sold or bid

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 grading sheet is received they will see a number assigned to each committee member, as an evaluator you should not discuss or reveal the names of the evaluators with or to proposers or other individuals

6. Proposals

Proposals will be delivered to each committee member this afternoon, each member will receive seven proposals, hard copies were made for each member, if a committee member wishes to receive a proposal electronically please inform a Local Board staff , Equus Workforce Solutions did not turn in an electronic proposal therefor the committee will receive a hard copy

7. Grading Sheet

Each proposal will have a grading sheet attached, if there are any questions regarding the grading sheet please inform a Local Board staff

8. Youth Services RFP

Pending to receive the youth services proposals, the deadline to receive the proposals is Friday, March 12th and as soon as the deadline closes the youth services proposals will be delivered to the committee members

9. Vendor Contact

Vendor contact must be strictly to the Contracts Manager during the process, committee members should not participate in any individual meetings, telephone conversations, email or any other direct contact with vendors

10. Questions Regarding the Proposals

In the items and questions of the committee while reviewing the proposals should be brought to the Contracts Manager in writing, the Contracts Manager will send the questions to the appropriate proposer, responses by the proposer will be requested electronically via email to the Contracts Manager and the forward it to the committee members

11. Finalist

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

12. Proposals and Evaluations

After the process the committee members must return the proposals along with the evaluation form to the Contracts Manager

Committee member, Jesus Garcia joined the meeting at 11:15 a.m.

13. Vendor Requests for Public Record Documentation

After the process is over any vendor request for public record documentation shall be forwarded to the Contracts Manager in return the Contract Manager

will contact the vendor

14. Approval of the Yuma County Local

The final evaluation and selection of the vendor must be approved by the Board during Executive Session on April 14, 2021

15. Next Meeting

Proposed next RFP Committee meeting: Friday, April 9, 2021 at 9 a.m.

In the next meeting the committee will be discussing the scores and Alicia Huizar will be taking notes of comments from each evaluator.

Antonio Zuniga asked who is the Contracts Manger. Alicia Huizar replied she is the Contracts Manager and any questions can be sent to her.

Equus Workforce Solutions applied for the One-Stop Operator, Adult Services and Dislocated Worker Services. Ross Innovative Solutions applied for the Adult Services and Dislocated Worker Services. Arizona Western College applied for the Adult Services and Dislocated Worker Services.

Maria Chavoya informed the Board there is no document that states that only one provider can be the one to receive all the funding and may be divided amongst all three or however the committee decides.

Alicia Huizar commented that on the evaluation form the committee will see comments from staff regarding what was requested from the proposers.

Maria Chavoya informed Antonio Zuniga he was appointed as the Chair for this RFP Review Committee at the Workforce Development Board meeting. Ms. Chavoya will recuse herself from the committee when discussing Arizona Western College as she is part of the College Board and may cause a conflict of interest. Mr. Zuniga agreed.

Ian McCaughey asked by when do the evaluations sheets need to be returned. Alicia Huizar replied by April 8, 2021.

Antonio Zuniga asked for an electronically copy, Alicia Huizar will have the electronic version ready for him and will provide a hard copy only for Equus Workforce Solutions.

A conversation took place to schedule a Finance and Personnel Committee to review the RFP Review Committees recommendation. The Finance and Personnel Committee is tentatively scheduled for April 9, 2021 after the RFP Review Committee.

V. Good of the Order

There were no comments for the Good of the Order.

VI. Adjournment

Maria Chavoya asked for a motion to adjourn the meeting.

Jesus Garcia made a motion to adjourn the meeting; Seconded by Patrick Goetz Zuniga. Meeting adjourned at 11:33 a.m.

Respectfully submitted by Beatriz Aguilar, Clerk of the Board