

Workforce Investment Board

Request for Proposal (RFP) Review Committee

March 17, 2011 – 8:30 a.m.

Kino Service Center
2797 E Ajo Way, Room 222
Tucson, AZ

MEETING SUMMARY

Members Present:

Noreen Nelson
Clayton Hamilton
Duane Bock
Kim Murray
Mike Verbout
Paul Roughton
Liz Russo-Clyde

Staff, Partners, & Guests:

Charles Casey
Debra Stevenson
Efrain Romero
Betty Villegas
Christine Webb
Vicki Thomas

- I. **Call to Order** – at 8:36 a.m. Noreen Nelson chaired the meeting.
- II. **Conflicts of Interest** – Forms were distributed and signed.
- III. **Score Sheet Review** – Provided in packet for reviewers and used to score each proposer.
- IV. **Discussions: Proposer Submissions**
Workshops: Computer Fundamentals, Financial Survival, Employability Skills, and Career Exploration. The other workshop was Entrepreneurial but no proposals were submitted.

Reviewers were: Noreen Nelson, Duane Bock, Liz Russo-Clyde, Willette Diggs, Josh Wright, Clayton Hamilton, Efrain Romero, Judy Clinco, Kim Murray, Mike Verbout, Paul Roughton, Betty Villegas, Christine Webb, and Vicki Thomas.
- V. **Action Item: Formulate Recommendations**
Noreen Nelson read each reviewer's total scores. Scores were calculated and rankings assigned. Each workshop had two recommendations. However for the Employability Skills Workshop, SER will be recommended for a Spanish course if needed.

The recommendations will be reviewed and approved by the Workforce Investment Board (WIB) Executive Committee and the full WIB at their upcoming meetings in April. Once the recommendations are approved, the Notice of Recommendation for Award will be sent to the proposers and posted on the Pima County website.

VI. Adjournment – 9:33 a.m.