

Workforce Investment Board

Request for Proposal (RFP) Review Committee

February 10, 2012 – 9:00 a.m.

University of Phoenix
300 South Craycroft Road
Tucson, AZ

MEETING SUMMARY

Members Present:

Noreen Nelson
Duane Bock
Mike Verbout
Rose Capono
Beverly Price
Maiola Coleman
Gregg Johnson
Vaughn Croft
Christine Webb
Clarence Boykins
Mike Verbout

Staff, Partners, & Guests:

Charles Casey
Rosemary Cora-Cruz
Ris  Hart

- I. **Call to Order** – at 9:10 a.m. Noreen Nelson chaired the meeting.
- II. **Conflicts of Interest** – Forms were distributed and signed.
- III. **Proposals/Reviewer Groups** – Charles Casey gave an overview on the review process. Binders containing proposals, RFP, rating sheets, Technical Session sign-in sheet and questions/answers, and a review process memo were distributed to reviewers. The RFP is for staff and there are five categories: 1) Program Support Specialist, 2) Workforce Development Specialist (WDS) at the One-Stop, 3) WDS at Agency, 4) WDS Rural, and 5) WDS OJT. Reviewers who were unable to attend today’s meeting can contact Casey if they have any questions regarding the review process. Staff will send the recent Performance Report to the reviewers. Noreen stressed that reviewers should not talk amongst each other about the proposals until the February 22 meeting.
- IV. **RFP Timeline and Process** – The RFP Meeting will be Wednesday, February 22 at 2:00PM. The meeting will be held at the Kino Service Center, 2797 E Ajo Way, Room 224.
- V. **Adjournment** – 9:39 a.m.