

Workforce Investment Board

Request for Proposal (RFP) Review Committee

March 3, 2011 – 8:30 a.m.

Kino Service Center
2797 E. Ajo Way, Room 301
Tucson, AZ

MEETING SUMMARY

Members Present:

Noreen Nelson

Staff, Partners, & Guests:

Charles Casey
Debra Stevenson
Vicki Thomas
Betty Villegas
Risé Hart

- I. **Welcome and Introductions** – at 8:38 a.m.
- II. **Conflicts of Interest** – Forms were distributed and signed.
- III. **Proposals/Reviewer Groups** – Binders containing proposals and score sheets were distributed to reviewers. Charles Casey gave an overview on the reviewing process. Reviewers who were unable to attend today's meeting will be contacted via phone by Charles Casey and he will explain the process. There were no proposals submitted for the Entrepreneurial category; thus only four workshops will be reviewed.
- IV. **RFP Timeline and Process** – The Proposal Review Committee meeting is scheduled for **March 17 at 8:30 a.m.** at the Kino Service Center, Room 222. Reviewers need to have their rater number on each rating sheet and scores before the meeting. If you have any questions regarding your rater number contact Risé Hart. Any serious/lengthy questions need to be given to Charles Casey before the meeting. If there are any simple questions, those questions can be brought to meeting. The RFP Committee recommendations will be reviewed and approved by the Workforce Investment Board (WIB) Executive Committee and the full WIB at their meetings in April.
- V. **Adjournment** – 9:11 a.m.