

**Minutes from Proposers' Conference**  
**Request for Proposals**  
**RFP-PWDB-10-YS-01, Services for Youth**  
**Friday, July 9, 2010, at 9:00 AM**

*Attendees:*

- Nilda Blanco, Henkels & McCoy
- Ron Goss, Henkels & McCoy
- Eshia Smith, Henkels & McCoy
- Perry Burnham, COLA
- Todd Harrison, PAXEN

*Workforce Board Staff Present:*

- Arlalia Oldham-Wesley
- Julia Garrett
- Mark Thomas

Mark Thomas opened the meeting at 9:00 AM by welcome and introduction of attendees. Mark stated that attendance of this meeting is not mandatory nor does attendance mandate a proposal. Mark reviewed the entire RFP emphasizing the timeline of dates at the beginning of the RFP.

*Question:* Can the Letter of Intent to Propose be scanned and emailed?

Response: Yes, scanned and emailed Letter of Intent to Propose will be accepted.

*Question:* Page 20, 3<sup>rd</sup> Bullet, Personnel Policies, what are you looking for; how much do you want?

Response: General Hiring Practices, Grievance Proceedings, Drug Free Workplace Policy, and any section you feel is pertinent. If any additional information the committee would like to review as a part of that; we will make it clear to each respondent as you submit your proposals.

*Question:* Could we submit a topical index of all policy with a note stating that all policies are available and here are the pertinent ones to the Workforce Investment Act?

Response: That is acceptable.

*Question:* Will there be statistical data available to the respondent if we need that as part of the proposal?

Response: I think that will come by specific questions that you post. We can provide data on specific request but we would have to judge each question on a case-by-case basis. Any questions that are posted will be posted to our website along with the minutes of this meeting. We will try to update that daily.

*Question:* Will those questions have to be posted to the Vice President of Operations? Who is that?

Response: Yes, to Mark Thomas, Vice President of Operations.

*Question:* How would you like us to file a possible conflict of interest with a Board Member? Would you like a letter outlining that relationship?

Response: There is a form that is not included in your packet but I will have that posted available on our website.

Mark read the form to the attendees.

*Question:* This would not be a financial relationship, but a familial relationship. I would want to make sure that it was out on the table and completely out in the open before we proceed.

Response: Absolutely, so you would want to definitely complete the form. My suggestion would be even if it is not an apparent conflict; if it gives to appearance of conflict, disclose it.

*Question: Is there a reason this doesn't align with a traditional program year?*

Response: We are a little behind in getting the RFP out for the fiscal year. We are required to procure every three years. We extended the current provider contract for an additional 2 months. We do expect at the end of this year, if everything goes well, as listed in the RFP; services could be extended for an additional year; subject to satisfactory performance.

*Question: Is there a minimum or maximum that is going to be allocated to each respondent?*

Response: We are looking for one single service provider. The amount is listed in the RFP.

*Question: It also mentions a Joint Venture. Are there any restrictions on communications between respondents?*

Response: No, we are asking that there be a lead agency. That lead agency should have a Memorandum of Understanding between sub-partners.

*Question: Can we get some current cost per participant in terms of current enrollment and cost per participant? Any projected services levels, or what you are expecting for the enrollment year? Any ballpark projects or carry-overs would be helpful.*

Response: Yes, please submit the specific request in writing. Part of the competitiveness of the proposal is to look at the dollar value of the RFP and propose the maximum number of enrollments with services to be provided without sacrificing quality based on the required elements of the RFP.

*Question: Of the list of desired locations for services listed on page 12, are there any services currently being provided at any of those locations?*

Response: Yes, Lake Wales, Haines City, Lakeland, Winter Haven, and Fort Meade. The other areas are being covered but not on a large scale.

*Question: Is it exclusively listed that there will only be one provider. Might the Board consider multiple providers? Does the Board have the option to consider multiple providers or has the RFP precluded that option?*

Response: The RFP has precluded that option. The Board certainly has the right to accept, reject or modify any recommendation that is made by the review committee.

Meeting was adjourned at 9:33 AM.