

## Executive Committee Meeting

Tuesday, May 11, 2021

### Meeting Minutes

The Executive Committee of the Southwest Wisconsin Workforce Development Board met on Tuesday, May 11, 2021 via GoToMeeting. Attendance was as follows:

<b>Members Present:</b>	Ms. Maria Lauck, Chairperson	Mr. James Otterstein
	Mr. Christopher Comella	Mr. Mike Williams
	Ms. Lisa Omen	

<b>Members Absent:</b>	Mr. Art Carter
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<b>Staff Present:</b>	Ms. Katie Gerhards	Ms. Danielle Thousand
	Ms. Rhonda Suda	Mr. Jimmy Watson

#### 1. 2021 WIOA Services and One-Stop Operator Request for Proposals (RFP)

Ms. Lauck called the meeting to order at 2:00 p.m. and thanked committee members for attending. The purpose of the meeting is to discuss the details of the 2021 Workforce Innovation and Opportunity Act (WIOA) Services and One-Stop Operator (OSO) Request for Proposals (RFP).

Ms. Suda provided committee members with a background of the proposal submission and review process. In order to submit a proposal, interested parties were required to submit a Letter of Intent to Propose. Two (2) were received: Manpower and In The Door. Representatives from both organizations attended the Proposer's Conference and both submitted proposals. CESA 3 submitted a Letter of Intent after the deadline.

In the RFP, there is a responsive submittal section that states in order to be considered responsive, proposals must meet minimum criteria. The criteria included completing certain narratives in specific formats. Specifically, the format of the Proposal Narrative was to be in Microsoft Word while the format of the Budget Template was to be in Microsoft Excel. The budget had to be in a separate document from the Proposal Narrative. In The Door submitted one single pdf document.

Ms. Suda contacted the Department of Workforce Development (DWD) regarding the late Letter of Intent to Propose from CESA 3 and the proposal from In The Door. DWD confirmed that since SWWDB's RFP specifically laid out the deadlines and the minimum submission requirements, CESA 3's Letter of Intent and In The Door's proposal could not be accepted. Ms. Suda reached out to CESA 3's Executive Director and explained that SWWDB needs to follow strict guidelines and therefore could not accept their Letter of Intent.

The Ad Hoc Review Committee consisted of Board members Dr. Tracy Pierner and Ela Kakde and SWWDB staff members Jimmy Watson and Danielle Thousand. This group was responsible for reviewing the proposals and is recommending that the Executive Committee issue a Letter of Intent to Award based on the procurement process and review scores. Ms. Suda contacted DWD to ensure that there were no conflicts in the process to procure a provider. DWD confirmed that SWWDB was following what was put forth in the RFP and what is in SWWDB's procurement policy.

Ms. Omen asked who In The Door is. Ms. Suda responded that In The Door was founded in 2015 and is based in Atlanta, Georgia. In The Door has served as the OSO for organizations and also worked with

smaller WIOA contracts. The organization does not have a large operating budget or projects. Ms. Suda indicated that SWWDB would have liked to review all proposals that got submitted, but unfortunately could not do anything to make In The Door a responsive bidder and therefore could not review their proposal.

In looking at the technical evaluations, the scores are consistent. Under the Technical Requirements/Scope of Work area, there is a difference in the scores in the WIOA Title I Youth Program area. The evaluation team was given guidance on scoring Manpower's proposal. Based on that guidance, Ms. Kakde did not feel Manpower was as strong in this area as they could be.

As evaluators, Mr. Watson and Ms. Thousand were asked if they have any concerns or things to point out. Mr. Watson stated that Manpower's proposal indicated they would continue operating business as usual. He would have liked to have seen more innovations, but what was submitted was satisfactory. Extra effort in the Youth area and taking the lead in some areas of the OSO responsibilities would have been nice to see. Ms. Thousand agreed with Mr. Watson. The proposal was written in a way that Manpower assumed the reader knew what they are doing and glossed over some items. However, Manpower understands WIOA and what it takes to operate.

Ms. Lauck asked if these concerns will be shared with Manpower that while there is an existing relationship, SWWDB would like to see additional efforts and innovation and not just conduct business as usual. Mr. Watson responded yes. If Manpower is approved for the contract, SWWDB administration will make sure to stretch the idea of taking on additional responsibility and go a little bigger.

Mr. Comella agreed with Mr. Watson and stated that in looking at the scoring guidance of the technical evaluations, he does not see an area about innovation. Ms. Suda will look into having an innovation area on the evaluation form in the future. Each year SWWDB administration gets a little better at pointing out improvements to Manpower. Compliance issues and service delivery are requirements defined in the contract. SWWDB administration could incorporate something about looking for new ways to operate in the contract.

Ms. Lauck asked if Manpower will see the technical evaluations. Ms. Suda said yes, if they request them. Since federal funds were used to pay for the RFP, any party can request to see them. Ms. Lauck is concerned that only one (1) proposal was evaluated and asked if DWD would have a problem with this. Ms. Suda reassured Ms. Lauck that everything is in order and DWD is aware that only one (1) proposal was reviewed. An attachment can be added to the meeting minutes that demonstrates why only one (1) proposal was reviewed. Before the evaluation team got the proposals, the proposals go through a Pre-Evaluation Checklist to ensure the minimum requirements are met. This is done before the technical review. Ms. Lauck just wants to make sure SWWDB has a paper trail to back-up what was done.

The floor was opened for questions and comments. There was no further discussion.

Motion made by Mr. Otterstein, seconded by Ms. Omen, to approve issuing a Letter of Intent to Award to Manpower Government Solutions for the 2021 Workforce Innovation and Opportunity Act (WIOA) Services and One-Stop Operator (OSO) contract. **Motion carried unanimously.**

Ms. Suda noted that this recommendation will be taken to the full Board for review and determine the award amount at their next meeting in June.

## **2. Other Business**

Ms. Suda shared that the 2021-22 Workforce Innovation and Opportunity Act (WIOA) allocation share has increased in all areas. The state of Wisconsin has also received more funding. This has not been seen for a few years and is a great opportunity to have the resources to be more innovative in the Manpower contract.

**3. Adjournment**

Motion made by Mr. Comella, seconded by Mr. Williams, to adjourn the meeting at 2:49 p.m. **Motion carried unanimously.**