



Monday, December 14, 2020 – 2:00 PM-3:30 PM
ZOOM Meeting

Ad Hoc Selection Committee
RFP 21-0055: Workforce Services
Agenda

- I. Welcome and Roll call** Don Noble, Chair

- II. Pledge of Allegiance**

- III. Public Comments**

- IV. Action Items**
 - 1. Approval of Minutes – December 1, 2020 Ad Hoc Selection Committee Mtg.... Page 2
 - 2. Respondent’s Scoring and Selection for PresentationMelissa Carroll, Page 4
 - 3. Presentation Dates(s) and Time(s)Melissa Carroll, Page 6
 - 4. Presentation TopicsMelissa Carroll, Page 7

- V. Adjournment**

Next Ad Hoc Selection Committee meeting TBD

CareerSource Tampa Bay

Minutes of Ad Hoc Workforce Selection Committee Meeting

Date: December 1, 2020
Location: Zoom Meeting

Call to Order

Chair Don Noble called the meeting to order at 9:01 a.m. There was a quorum present with the following Ad Hoc Workforce Selection Committee members participating:

Board Members in attendance

Rick Bennett, Sean Butler, Lindsey Kimball, and Don Noble

Board members not in attendance

Steve Morey.

Staff Present

John Flanagan, Sheila Doyle, Anna Munro, Melissa Carroll, Jody Toner, and Tammy Stahlgren.

BOCC Liaison/Representative

Ken Jones.

Others

Mike Lawrence – CWA

Roy Vanderford – CWA

Sharron Parry – CWA

Mary Helen Farris – Hillsborough County

The items are listed in the order of discussion.

▶ Indicates Committee Action

□ Indicates Action Needed

Pledge of Allegiance

The Pledge of Allegiance was led by Don Noble

Public Comments

There were none.

Discussion Item

I. Procurement Team: Melissa Carroll/Anna Munro

1. Thank you to the Ad Hoc Selection Members for their time and participation
2. Discussed housekeeping items to include:
 - a. Those attending not part of technical, review, or procurement team please mute microphones and refrain from making comments or submitting questions
 - b. Personal notes are not public record until they circulated for review, comments, or considerations to the Ad Hoc committee.
 - c. This solicitation is under the cone of silence. Questions to should be directed to Anna Munro and Melissa Carroll.
3. Basis of Scoring
 - a. Comments, questions, and the scores provided should be solely based on the RFP and the proposal. Previous experience and other research done on your own should not be put into consideration.
4. Reviewed Scoring Matrix Template

II. Technical Consultant's: Sharron Parry

1. High level review of all the proposals for the Business Services and WIOA Adult and Dislocated Worker Services component.
 - a. C2 GPS
 - b. Grant Associates
 - c. Eckerd Connects

- d. EDSI
- e. Kaiser/DWFS
- 2. High level review of all the proposals for the One Stop Operator and Career Services component.
 - a. Arbor/Equus
 - b. C2 GPS
 - c. Grant Associates
 - d. Eckerd Connects
 - e. EDSI
 - f. JobWorks
 - g. Kaiser/DWFS

III. Procurement Team: Melissa Carroll/Anna Munro

- 1. Discussed future committee meetings
- 2. Scoring Matrix due Friday, 12/4/2020 by close of business
- 3. Follow-up meeting scheduled 12/7/2020
 - a. Review scores and strengths/weaknesses
 - b. Selection of respondents for presentation
 - c. Determine presentation topics and questions
- 4. Respondents Presentations (TBD) for the first 2 weeks of January 2021
- 5. Ad Hoc Selection Meeting (TBD) for the 3rd week of January 2021
 - a. Selection to be made and presented in March Board meeting
- 6. Committee Chair present selections to March 2021 Board meeting.

The next meeting is scheduled for December 7, 2020.

The meeting was adjourned at 10:04 a.m.

Minutes submitted by Melissa Carroll, Program Coordinator.



Action Item # 2

Respondent's Scoring and Selection for Presentation

Below is a summary of the Technical Review Committee and Ad Hoc Selection Committee's total average scores and rankings by respondent and service component.

	AD/DW and Business Services			OSO and Career Services	
	CWA	Ad Hoc		CWA	Ad Hoc
C2 GPS	3	2	C2 GPS	6	6
Grant Associates	4	5	Grant Associates	5	5
Eckerd Youth	5	4	Eckerd Youth	3	2
EDSI	1	1	EDSI	2	1
Dynamic Works	2	3	Dynamic Works	1	3
			Arbor E&T	4	4
			Job Works	7	7

All proposals except for JobWorks met the minimum score requirement for each category:

- Demonstrated Ability: Minimum score of 15 points,
- Continuity of Services: Minimum score of 15 points,
- Work Plan for Services: Minimum score of 26.25 points,
- Firewall/Separation of Duties: Minimum score of 7.5 points, and
- Cost Proposal: Minimum score of 11.25 points

*JobWorks:

Work Plan: Minimum score of 26.25 - CWA Average Score 25.75; Ad Hoc Average Score 24.25

Firewall/Separation of Duties: Minimum Score of 7.5 - Ad Hoc Average Score 6



AD/DW and Business Services - Total Average Score by Respondent

	C2 Global Professional Services LLC (C2 GPS)	DB Grant Associates, Inc. (Grant Associates)	Eckerd Youth Alternatives, Inc.	Educational Data Systems, Inc. (EDSI)	The Kaiser Group (DE), LLC. d/b/a Dynamic Workforce Solutions
CWA	92.58	89.92	88.83	93.83	92.67
Ad Hoc	92.77	84.53	89.77	96.40	91.65

OSO and Career Services - Total Average Score by Respondent

	C2 Global Professional Services, LLC (C2 GPS)	DB Grant Associates, Inc.	Eckerd Youth Alternatives, Inc	Educational Data System, Inc. (EDSI)	The Kaiser Group (DE), LLC. d/b/a Dynamic Workforce Solutions	Arbor E&T	JobWorks, Inc.*
CWA	85.08	92.33	93.50	94.38	94.42	93.42	82.25
Ad Hoc	87.59	88.00	93.00	93.37	90.72	90.37	78.65

Recommendation:

Ad Hoc Committee to select Respondents to provide presentation(s).



Action Item # 3

Presentation Dates(s) and Time(s)

Selected Respondents will provide a presentation to the Selection Committee that will be evaluated and factored into the overall scoring of the Respondent. The basis for scoring will be shared with each Respondent prior to the presentation.

The presentations are tentatively scheduled for the 1st week of January 2021 (Tuesday, January 5, 2021 – Friday, January 8, 2021).

Recommendation:

Ad Hoc Committee to provide the date(s) and time(s) for selected respondents to provide presentation(s).



Action Item # 4 Presentation Topics

Selected Respondents will provide a presentation (worth a total of 15 points) to the Selection Committee that will be evaluated and factored into the overall scoring of the Respondent. The basis for scoring along with the presentation topics will be shared with each Respondent prior to the presentation.

Potential Presentation Topics

These are potential topics that all selected respondents will be required to present on, if chosen: Each topic will have points attached whereby the total score of all topics will equal 10 points.

- Transition** - We understand the transition plan was addressed in the proposal. However, we would like the Proposer to provide additional information regarding the transition timeline, communication to staff and how the transition will be handled to integrate transitioning CSTB employees into the culture of the Proposer and how the Proposer will manage the effects of the transition for CSTB staff and customers.
- Project Manager** - Who will be managing the project that will be the face to face/day to day contact? Please have this individual attend the presentation.
- Board Relationship** - What is your view of the relationship and accountability between your organization and the Board and Board staff?
- Firewall/Separation of Duties** - Would like more examples/explanations of how firewalls are maintained. Would like more specifics on internal firewall policies and past experiences/examples. Would like more info specific to WIOA compliance and more detail on internal controls.
- Work Plan (Diversity)** - In reference to staffing levels for customer traffic/diversity, we would like more info on how they will reach out and ensure that the staff reflects this, understand more about how diverse candidates would be recruited and how to reach the diverse community.
- Work Plan (Customer Feedback)** – Would like to see more information on customer feedback to include various ways it is captured and how this will be reported.
- Work Plan (Pathways to upward mobility)** – Would like to see more info on how they will educate the customer on the advantage of matching career pathways and how they will educate the customer on career pathways with upward mobility.



Additional Questions/Clarification by Respondent

These are potential topics/questions that can be asked based on the respondent if selected for presentation.

Eckerd Youth

1. *Costs* – Transition plan does not fully address Business Services – only indicates Adult/Dislocated Worker Services, request clarification.
2. *Costs* – Total program budgets under CSTB allocation estimate of \$800,000 for Business Services, over the \$1,125,000 for ADW Services, and over the \$1,925,000 total. Note: The Business Services budget in the proposal indicates \$750,000; however, the components only total \$731,500.)
3. *Work Plan (Business Services/WIOA Adult & DW)* – Would like to see specific examples for their experience in managing locally funded incumbent worker training programs.

C2 GPS

1. *Demonstrated Ability* – Can they provide more information on their efforts to ensure transparency with proposed services and avoiding conflict of interest.

EDSI

1. *Costs* – No detailed budgets provided for Business Services/WIOA Adult and Dislocated Worker and One Stop Operator and Career Services. (Incorrect budget forms used.)
2. *Costs* – Indicated 6.0% of overall business if funded, however, the OSO and CS indicated 2.8% and its budget is higher, inconsistency with calculations. Additional clarification needed.

Grant Associates

1. *Cost* – Request additional information on how direct program costs can be used most effectively.
2. *Cost* – Request additional information on how indirect costs and overhead are calculated.

JobWorks

1. *Costs* – Incorrect budget forms used. No detail budgets for OSO and Career Services provided. Program budget is in line with estimated allocation.

Recommendation:

Ad Hoc Committee to select the presentation topics for the selected respondents to present.



CareerSource Tampa Bay
4902 Eisenhower Blvd., Suite 250 | Tampa, FL 33634
CareerSourceTampaBay.com

Copyright © CareerSource Tampa Bay. All Rights Reserved.

CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

A proud partner of the American  JobCenter[®] network