



# METRO NORTH WORKFORCE BOARD

## RFP Review Committee Meeting

January 26, 2024

1:00 PM – 2.30PM

Zoom:

<https://us02web.zoom.us/j/82224481975?pwd=eUwzK3pKM1I3ZnpucFJtLzlmVDINUT09>

Meeting ID: 822 2448 1975

Passcode: 096808

Present: Sue Walsh, Rosemary Alexander, Valerie Sutton, Rafael Mares, Dick (Richard) Dalton, Jennifer Mancina, Colleen Lanza, Lori Segall, Elaine Dougherty

Staff: Chris Albrizio- Lee, Jenny Synn, Natalia Salagornik

Notetaker: Natalia Salagornik

### Minutes

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
<ul style="list-style-type: none"><li>Approval of Last Meeting Minutes</li></ul>	<ul style="list-style-type: none"><li>Members have reviewed the minutes. Chair made the motion to approve the minutes. Valerie seconded to approve the motion. Upon motion made, all members unanimously approved the minutes from the last meeting, as presented by roll call vote of all members present at the meeting:<ul style="list-style-type: none"><li>Yes: Colleen, Rosemary, Lori, Elaine, Jennifer, Dick, Rafael</li></ul></li></ul>	

	<ul style="list-style-type: none"> <li>○ No: n/a</li> <li>○ Abstain: n/a</li> </ul>	
<ul style="list-style-type: none"> <li>• Review and approval of Questions for Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Members suggested to add a few additional questions that would help gain information about fiscal performance, community partnerships and any challenges in that area.</li> </ul>	
<ul style="list-style-type: none"> <li>• Discussion and Review of Proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Dick: We have been dealing with ABCD for long time; they have been great to deal; they manage 120 grants. A few items: <ul style="list-style-type: none"> <li>○ They have indirect cost: ABCD is 9.5% which is typical for nonprofit charging. I was able to go through and find all financial records. I also looked at the single audit; they have no findings on the single audit. So that is a good indication. All records are clean. It looks that this is very sound company.</li> <li>○ Career TEAM: I will say I am not confident with their ability to handle financial pieces. They charge an indirect rate 10%. What is different is the profit rate; they propose 9% profit rate. ABCD is charging only indirect but not charging for profit. Career TEAM takes a lot for profit. ABCD however proposes budget over the funding parameter which is a concern.</li> <li>○ Career TEAM showed audit report that shows that they don't qualify for low risk. Additionally, with the Board of Director, they have 7 members; 5 of those are equity investors; in 1/2020 they did a buy out of their President and CEO; they have over 22 mil in debts; they are liable for it but it's on in their books. The structure of financial capacity is raising a lot of questions; Career Edge – affiliated company that makes \$\$ based on fees. Related party transactions.</li> </ul> </li> <li>• Valerie: reviewing Career Team fiscal side makes me unclear; thanks for answering some of questions I had.</li> <li>• Rosemary: I have observed these 2 bidders before. Career Team did not mention that they actually were chosen for another region in MA, interesting enough. This raised some of the questions that I have seen with them. They were awarded 2017 operator in</li> </ul>	<ul style="list-style-type: none"> <li>• Natalia will send meeting invites and proposals to all members after the meeting</li> </ul>

	<p>another region in MA, but that ended very quickly, and they did not mention that at all in their proposal.</p> <ul style="list-style-type: none"> <li>• Jenny: we are going to be reaching out for follow up items (lack of most recent Audit for Career Team and over budget proposal in ABCD) Are there any other items we should include?</li> <li>• Dick: I will be listing them to you as I would like to include that.</li> <li>• Rafael: There is a lot of information to digest. I am trying to identify the differences and struggle with a few things. ABCD and Career Team have VERY different number of FTE. Why is Career Team proposal of such a small FTE and ABCD is so large. ABCD offers 60-80 on a caseload and Career Team proposes only up to 50. ABCD application proposes for up to 150 employees per BSR, and Career Team proposes 1-20 employers per staff.</li> <li>• Chris: We are going to collect these items for the follow up items list; this clearly is a question to ask ABCD “we need you to submit a budget that is within the funding parameters listed on the RFP”</li> <li>• Valerie: Was ABCD considering an additional \$2million coming from the State?</li> <li>• Elaine: is ABCD 2mil higher because of proposing an opening of a new satellite in Malden?</li> <li>• Chris: Are there any other pieces/comments/feedback you wanted to share?</li> <li>• Dick: How reference will be handled?</li> <li>• Chris: we requested them provide references. Board staff will conduct reference check.</li> <li>• Rafael: Can we ask for reference that is their contract?</li> <li>• Chris: is this something the committee want to do?</li> <li>• Sue: we don't have to ask them?</li> <li>• Rosemary: like I said, I had experience with both, and with Career Team in another regions in MA it was not quite the way that it should be; they had to end it for some reasons. For ABCD experience, we had partnered as well, and with no issues.</li> <li>• Chris: if we take that path, then there is no guarantee we can get that information cause it was a while ago.</li> <li>• Rafael: has career team been operator for MN?</li> </ul>	
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	<ol style="list-style-type: none"> <li>1. For ABCD: members agreed to request updated budget, ask if their budget includes Malden; Chris: we must see their budget that is in line with funding parameters.</li> <li>2. For Career Team: Dick: we want the most recent audited statement (FY2022); we want to request the copy of Note of \$22.5mil. term note, to understand if it's potential liability; ask for more of a recent INTERNAL financial statement 2023; an explanation why the audited statement for FY21 is showing that they are not low risk agency.</li> <li>3. Rafael: if you are in calendar year, we need FY22 audit; if you in fiscal year – then we need FY23. Chris: if the audited financial statement is outside of time, then we request most recent internal financial statement.</li> <li>4. Lori: unclear about administrative and hiring structure for Career TEAM</li> <li>5. Rafael: to request both bidders a clarification on what special populations they propose to serve</li> <li>6. Rosemary: request information on the ratio of in-person versus virtual versus on-site (what percentage of your job seekers services will be in person and in virtual or on site). Ideas: What percentage of job seekers, what percentage of number of services (total services versus virtual), something like that.</li> </ol> <ul style="list-style-type: none"> <li>• Chris: What is everyone's opinion about interview?</li> <li>• Valerie: We should not need that if we receive everything we request. Members have agreed to not request interviews.</li> <li>• Chris: We could give an applicant full week for responses to submit by 2/2/2024</li> <li>• Next meeting: February 8<sup>th</sup> at 3.30-4.30pm. Recommendation should be made by 2/9/2024 so the committee will prepare the recommendation letter for the Board meeting on 2/14/2024</li> <li>• You can update scoring sheet and final should be submitted by 2/8/2024.</li> </ul>	
<ul style="list-style-type: none"> <li>• Additional items that may come before the Review</li> </ul>		

Committee		
Questions		
	Meeting adjourned at 2:15 pm	
Documents used at meeting:		
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• Meeting Minutes</li> <li>• RFP PowerPoint</li> </ul>		
<ul style="list-style-type: none"> <li>○ Next Meeting: February 8, 2024, at 3.30pm</li> </ul>		