



# METRO NORTH WORKFORCE BOARD

## RFP Review Committee Meeting

### MassHire Metro North WIOA Youth RFP Review Committee

January 29, 2024

1:30PM – 3:00PM

#### Zoom:

<https://us02web.zoom.us/j/85410293151?pwd=bHJQNGlVcFdkQNGFKMzVlVFRtLzZM2Zz09>

Meeting ID: 854 1029 3151

Passcode: 483820

Present: Reed Brockman, Jennifer Mancia, Marcela Trackton, Colleen Lanza, Jessica Senat, Dick Dalton, Rachael Running

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

Notetaker: Natalia Salagornik

#### Minutes

Agenda Topics	Major Discussion Points	Next Steps (Who, what, by when)
Choosing a Chair of the RFP Review Committee (VOTE)	<ul style="list-style-type: none"><li>Members were notified that the meeting was being recorded. All agreed.</li><li>Natalia thanked everyone for their time commitment and flexibility; went over the role and structure of the review committee.</li></ul>	

	<ul style="list-style-type: none"> <li>The Committee will have to select a Chair. All committee members have participated in the discussion and proposed electing Reed Brockman to be the Chair of the Review Committee. Upon motion made, all members unanimously approved candidacy of Reed Brockman to be Chair of the Review Committee, as presented by roll call vote of all Members present at the meeting: <ul style="list-style-type: none"> <li>Yes: Colleen, Dick, Marcella, Jennifer, Jessica, Rachael</li> <li>No: n/a</li> <li>Abstain: n/a</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Overview of MassHire Metro North Workforce Board</li> </ul>	<ul style="list-style-type: none"> <li>Natalia provided an overview of MassHire system including the role, goals, vision, and mission of the Metro North Workforce Board.</li> </ul>	
<ul style="list-style-type: none"> <li>WIOA Youth Overview</li> <li>Purpose of RFP</li> <li>Metro North Career Center Vision</li> <li>Funds Available</li> <li>Eligible Bidders and Other Selection Considerations</li> <li>Review of RFP</li> </ul>	<ul style="list-style-type: none"> <li>Members received a presentation about the Workforce Innovation Opportunity Act including information about funding availability, WIOA Youth elements, and integrative and accessible service delivery model. Emphasis has also been made on occupational skills training, tutoring/academic support/ labor market information, and work experience.</li> <li>Natalia explained what organizations can qualify to be eligible bidders.</li> <li>A question was raised about who the current providers are in the region. Members were asking whether the bidders must be located in Metro North area. It was explained that in the current RFP it was written priority has been made to serve youth in the Metro North region, while it is acknowledged that some of the specialized services may be delivered outside of the region; the members will need to look at how those services will be delivered and how services can get delivered to communities where we don't have strong presence within the region.</li> <li>Reed: it will be interesting to see who will apply this year. There will always be less in-school youth providers than out-of-school youth providers; this makes sense given the funding availability, WIOA guidance around youth formula and funding allocation</li> </ul>	

	<p>requirements.</p> <ul style="list-style-type: none"> <li>• Question: “How will proposals be distributed to the committee? Soft copies or hard copies?”</li> <li>• Natalia: applications will be sent to the reviewers electronically. There will not be hard copies sent to the committee.</li> </ul>	
Evaluation Timeline	<ul style="list-style-type: none"> <li>• Natalia explains that the committee’s role is to evaluate, score, and then select a bidder and make a recommendation to the full Board meeting which will happen in May.</li> <li>• Committee members will receive training on the evaluation and review of proposals in March. Members agreed to meet on March 25<sup>th</sup>. An additional meeting or two, depending on the number of proposals, will be scheduled in April to review and discuss the received proposals.</li> </ul>	
Additional items that may come before the Review Committee	<ul style="list-style-type: none"> <li>• Proposals are due by 4pm EST March 27<sup>th</sup>, 2024</li> <li>• Board staff will arrange with everyone a way to share the proposals once they’re submitted.</li> </ul>	
Questions		
Approval of RFP for Release (VOTE)	<ul style="list-style-type: none"> <li>• The Chair asked for any questions or comments regarding the RFP. There being no questions or comments, the Chair requested a motion to approve the RFP for release, and Dick seconded the motion. Upon motion made, all members unanimously approved RFP to be released, as presented by roll call vote of all members present at the meeting: <ul style="list-style-type: none"> <li>○ Yes: Colleen, Dick, Marcella, Jennifer, Jessica, Rachael</li> <li>○ No: n/a</li> <li>○ Abstain: n/a</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Meeting adjourned at 2.43pm</li> </ul>	
Documents used at meeting:		
<ul style="list-style-type: none"> <li>• Agenda</li> <li>• RFP</li> <li>• RFP PowerPoint</li> </ul>		

- Next Meeting: March 25, 2024