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SACRAMENTOWORKS

Special Meeting of the Sacramento Works Youth Council

Date: Monday, February 28, 2011

Time: 3:00 p.m.

Location: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

AGENDA

1. Call to Order/Roll Call
2. Approval to Ratify the Addition of a Second Mandatory Bidders Conference to the Workforce Investment Act (WIA) Youth Services Request for Proposals

Members: Ron Barroga, Brian Broadway, Patricia Espinosa, Matt Kelly, Philip Moore, Dennis Morin, Deborah Portela, Maurice Read, Nicole Sohm, David Younger.

DISTRIBUTION DATE: FRIDAY, FEBRUARY 25, 2011

ITEM 2 – ACTION

APPROVAL TO RATIFY THE ADDITION OF A SECOND MANDATORY BIDDERS CONFERENCE TO THE WORKFORCE INVESTMENT ACT (WIA) YOUTH SERVICES REQUEST FOR PROPOSALS

BACKGROUND:

On January 18, 2011 the Youth Council approved the 2012-2016 WIA Youth Services Request for Proposals (Youth RFP). The Youth RFP was subsequently approved by Sacramento Works, Inc. on January 26, 2011 and by the SETA Governing Board on February 3, 2011. The Youth RFP required the mandatory attendance of proposing organizations at the WIA Youth Services Bidders Conference. A Public Notice of the release of the RFP and the date of the Bidders Conference was posted on the SETA website, published in the Sacramento Bee and distributed to community organizations. In addition, prior to the release of the RFP and public notice, an email was sent to over 400 organizations to verify electronic and physical addresses. Moreover, as staff was notified, individual notifications were sent to interested parties.

A Bidders Conference was held on February 17, 2011 with 61 attendees representing 43 organizations. However, several current providers were not in attendance. Upon investigation, staff found that some of these organizations received the notification, but did not attend and others did not receive the notification – either because staffing or addresses had changed.

In order to ensure the broadest competition possible, staff held a second bidders conference on February 23, 2011, at 1:30 p.m. with eleven attendees representing five organizations. Notice for this bidders conference was posted and circulated similar to the notice for the February 17, 2011 bidders conference and informed the public to “attend ONE Mandatory Bidders Conference: February 17, 2011 at 9:30 a.m. OR February 23, 2011 at 1:30 p.m.” Staff notified those in attendance at the February 23, 2011 bidders conference that proposals from them would be considered only if the Youth Council, Sacramento Works, Inc. and the SETA Governing Board ratified the procedure and determined that attendance at either Bidders Conference would qualify a respondent to submit a proposal. Failure to attend one of the Bidders Conferences will disqualify a respondent’s application.

All other provisions of the Youth RFP will continue to apply and WIA Youth proposals will remain due on Thursday, March 17, 2011 at 4:00 p.m.

RECOMMENDATION:

Ratify the addition of a second mandatory bidders conference for the 2012-2016 Youth Services Request for Proposals (Youth RFP), which was held on Wednesday, February 23, 2011 at 9:30 a.m. in the SETA Board Room, retaining the requirement that failure to attend one of the bidders conferences, either on February 17, 2011 or February 23, 2011 will disqualify a respondent’s application. All other provisions of the Youth RFP shall continue to apply.