



**Executive Committee Meeting
January 21, 2020
2:00 PM**

Present: Kevin Vaughn, Scott Watson, Holly Henderson, Tom Eisel, Jonathan Gray, Nina Self

Absent: Beth Cicchetti. **Staff:** Matt Salera, Demetria Clark, Dee Robinson, Jim McShane, Kara Palmer, Lorraine Wells

Recording: Demetria Clark.

I. Call to Order & Welcome

Scott Watson welcomed everyone and called the meeting to order at 2:04 PM and stated that the public is allowed to participate; however, public comment is held to a three (3) minute limit.

II. Action Item I: November 13, 2019 Meeting Minutes Approval

Chair Watson asked if everyone had an opportunity to review the November 21, 2019 Executive Committee meeting minutes, after allowing a few moments for review, he asked if anyone had any questions or comments about the minutes.

Questions: None.

Motion: Scott Watson called for a motion to approve the November 21, 2019 Executive Committee meeting minutes. Motion made by Kevin Vaughn, Jonathan Gray seconded the motion. All in favor, motion passes.

Action Item I approved unanimously.

III. Action Item II: Request for Proposal (RFP) One-Stop Operator & Service Provider

Matt discussed the RFP. He stated that on November 13 the SPPC Committee approved the RFP timeline and reviewed the timeline below.

Timetable

Critical Date	Time	Procurement Action
January 21, 2020	n/a	RFP issued by CareerSource Capital Region
February 1, 2020	4:00 p.m.	Deadline for questions/requests for clarification
February 4, 2020	n/a	Answers to questions posted at www.careersourcecapitalregion.com
February 5, 2020	4:00 p.m.	Deadline for Letter of Intent to Propose
February 24, 2020	4:00 p.m.	Deadline for Proposal submittal

March 26, 2020	Noon	Board of Directors' approval
May 1, 2020	n/a	The target date for contract execution
July 1, 2020	n/a	Provision of services begins

Matt then discussed the rating team that will review and rate the proposals that are received in response for the RFP. Matt stated that the rating team consisted of 5 members who included Diane Head, the CEO for Region 6, Dee Robinson, Board staff. Jonathan Gray, SPPC member, Kevin Vaughn, Executive Committee member and Quincee Messersmith, Wakulla County Commissioner.

Matt then discussed the process by which the RFP was reviewed by board staff and the designated SPPC committee member Missy Rudd. He stated that the RFP was issued as a Google docs document where board staff and Missy served as the review team. He stated that Missy was the only board member to serve on the review team so that the Sunshine law was no violated.

Matt reviewed the procurement process and stated that the RFP was already advertised in Sundays Tallahassee democrat and said that once the Committee's approved the RFP with any agreed upon edits that the RFP would be posted to our website and emailed to all vendors on our vendor listing.

Questions:

Scott asked if potential bidders had at least 30 days to respond which was confirmed.

Antonio then raised concern about the renewal language in the RFP. The language was reviewed and the proposed edit was agreed upon by the committee final to a motion being made. The RFP's renewal period language was approved by the SPCC with the language being changed to the contract being renewed annually instead of the RFP stating that contracts could be renewed for a 3 year period.

Motion: Scott Watson called for a motion to approve the RFP. Motion made by Kevin Vaughn, Nina Self seconded the motion. All in favor, motion passes.

Action Item II approved unanimously.

IV. Adjourn: Motion made by Nina Self and Kevin Vaughn seconded the motion. **Meeting adjourned at 2:22 PM.**

Next Meeting:
 March 5, 2020
 9:00 AM