



workforce  
SOUTHWEST WASHINGTON

**WSW Executive Committee Meeting  
Zoom Conference Call  
February 22, 2023 3:00 – 3:30 pm  
AGENDA**

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3:00	<u>Welcome</u>	<b>A.D. Simmons</b>
3:05	<u>Youth RFP Memo</u> * <ul style="list-style-type: none"><li>• Approval of Scoring Committee Funding Recommendation</li></ul>	<b>Lyn Love</b>
3:25	<u>Open Discussion / Other Items</u>	<b>A.D. Simmons</b>
3:30	<u>Adjourn</u>	<b>A.D. Simmons</b>

\* - Action Required

**NOTES**

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**March Board of Directors Meeting – March 14, 2023 (Virtual)**

**March Executive Committee Meeting – March 22, 2023 (Virtual)**



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**RFP RECOMMENDATION MEMO**

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**DATE:** FEBRUARY 22, 2023  
**TO:** MIRIAM HALLIDAY, CEO  
WSW EXECUTIVE BOARD MEMBERS  
**FROM:** LYN LOVE, WSW PROGRAM MANAGER  
**RE:** WIOA TITLE 1 B YOUTH RFP RECOMMENDATIONS

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**TIMELINE**

	<b>DATE</b>
RFP Opened	December 7, 2022
Promote + Share RFP	December 7, 2022 to February 3, 2023
Proposer's Conference: Virtual + In-Person at Cathlamet	January 9, 2023
Proposer's Conference: Virtual + In-Person at WSW Office	January 11, 2023
Implicit + Explicit Bias Training for Scoring Committee Members	February 9, 2023 – Independently
Proposals Due	February 10, 2023
Scoring Committee Review	February 10, 2023 to February 22, 2023
Proposer Presentations	February 16, 2023
RFP Committee Convening & Contractor Recommendation	February 22, 2023
Executive Board Review + Approval	February 22, 2023
Board Approval of New Providers	March 14, 2023
Contract Development	March 20, 2023 to June 2, 2023
Feedback Meeting with Bidders	TBD – April
Send Contract to Board	June 8, 2023
Board Approval of Contract	June 13, 2023
Anticipated Contract Start Date	July 1, 2023

**Selection Process**

A Scoring Committee was formed in October 2022 to guide and lead this process. Committee members included Denise Elliot, Amy Gimlin, Lyn Love and Sean Moore from WSW's staff and Amanda Kipfer and Ted Sprague from the WSW Board of Directors. Along with the proposal submissions, every proposer presented to the committee in-person on February 16, 2023.

The committee scored each proposal based on a scoring rubric with the following criteria:

- **Criteria 1:** Demonstrated Experience and Ability 20 points
- **Criteria 2:** Relationships and Collaboration 25 points
- **Criteria 3:** Program Design 40 points
- **Criteria 4:** Program Cost and Budget 15 points

**Bidding Agencies**

1. Career Path Services’ consortium
2. Equus Workforce Solutions’ consortium

**Final Scores**

	Available Points	1	2	3	4	5	6	TOTAL	Median	Mean
<b>Proposer:</b> Career Path Services										
Criteria 1: Demonstrated Experience and Ability	20	20	20	17	19	18	20	111	18.5	18.5
Criteria 2: Relationships and Collaboration	25	22	21.5	25	23	26	25	135	24	22.5
Criteria 3: Program Design	40	39	37	34.5	40	39	40	218.5	39	36.4
Criteria 4: Program Cost and Budget	15	14	15	13	15	15	15	87	15	14.5
<b>TOTAL</b>	<b>100</b>	<b>95</b>	<b>93.5</b>	<b>89.5</b>	<b>97</b>	<b>98</b>	<b>100</b>	<b>573</b>	<b>96</b>	<b>95.5</b>

	Available Points	1	2	3	4	5	6	TOTAL	Median	Mean
<b>Proposer:</b> Equus Workforce Solutions										
Criteria 1: Demonstrated Experience and Ability	20	17	10.5	9	16	14	20	86.5	15	14.4
Criteria 2: Relationships and Collaboration	25	14.5	20.75	16	18	23	20	112.25	19	18.7
Criteria 3: Program Design	40	28	28.25	22.5	36	35	30	179.75	29.1	30
Criteria 4: Program Cost and Budget	15	11	15	14	10	11	15	76	12.5	12.7
<b>TOTAL</b>	<b>100</b>	<b>70.5</b>	<b>74.5</b>	<b>61.5</b>	<b>80</b>	<b>83</b>	<b>85</b>	<b>454.5</b>	<b>77.25</b>	<b>75.75</b>

**Recommendation**

Based on the proposals, presentations, and discussion of the Scoring Committee, the Committee recommends that the WSW Executive Committee of the WSW Board of Directors invest in the Career Path Services’ consortium for the WIOA Title 1 B Youth contract.

Career Path Services provided an innovative proposal that will ultimately benefit young adults throughout the SW WA region. Highlights include having an online Highschool Diploma Completion Academy, virtual career coaching and guidance infrastructure that provides participants with resources and enrollment documents 24/7, and a well-developed social media strategy to reach disconnected young adults throughout the community.

Career Path Services also cultivated a thoughtful consortium that includes community partners such as Partners in Careers; Goodwill of the Olympic Rainier Region; Clark College; The Underdog Mentality; the Greater Vancouver Chamber of Commerce; Department of Children, Youth and Families; Vancouver Housing Authority; Lutheran Community Services; and the Clark County Juvenile Court. They also acknowledged the limitations of their consortium and proposal, and have a strong strategy to overcome those challenges in their first year of investment.