

RFP Bidders Meeting—Summary Report
January 25, 2008
Prosperity Center Conference Room
520 E Streets, Eureka

- A. In Attendance: Humboldt County Office of Education, DHHS Social Services Branch/Employment Training Division, Fortuna Union High School District, Southern Humboldt Union School District, Northern Humboldt Unified High School District, Klamath-Trinity Joint Unified School District, Eureka City Schools/Eureka Adult School, HC-WIB staff José Quezada and Sandy Alcaraz.

The Meeting began at 2:40 p.m.

1. Changes to the Agenda—None
2. Introductions
3. Presentation—Viewed short video clip “Did You Know” (Click below to view):
 - a. http://www.teachertube.com/view_video.php?viewkey=799aaa845e1c2e8a762b
4. WIB Website—Section was shown where the meeting and Questions and answers (Q&As) would be posted. (Click below to view):
 - a. http://www.humboldt看ib.com/partner_resources.php
5. Review of the Elements of RFP:
 - a. Calendar- No new information presented.
 - b. Purpose of RFP- No new information presented.
 - c. Term- No new information presented.
 - d. Match- No new information presented, but questions asked:
 - i. Q: Can non-youth WIA monies be used for purposes of match?
A: NO, only non-WIA resources may be used for purposes of match. (Answer was not available at meeting).
 - ii. Q: Is this (the Match requirement) a local requirement or are you mimicking state requirements?
A: The match is a local requirement from the Youth Council and HC-WIB for purposes of this RFP.
 - iii. Q: How will in-kind documentation be tracked?
A: Entities awarded contracts will have a procedure outlined for this purpose before July 1, 2008.
 - iv. Q: One month does not seem to be much time to get MOUs or signed match contracts in place in time for the RFP submittal deadline. Will a verbal agreement be accepted?
A: Oral (verbal) agreement to collaborate is not enough to demonstrate partnership. Collaborations can be framed within a signed letter of intent from a partner for purposes of the RFP. It should include the amount of match, and a basis for how the match amount was determined.

6. Budget- No new information presented.
7. Regional Service Areas- No new information presented.
8. Funding- No new information presented.
9. Performance Measures- No new information presented.
10. RFP Submittal Requirements- No new information presented.

B. Closing Questions:

1. Q: Will you accept a proposal not signed by the head of the agency (authorized person)?

A: Yes. A principal staff person signing on behalf of the authorized person can sign the RFP. Only authorized signatures will be accepted if funds are awarded and subcontract finalized.

2. Q: What about the number of youth served? Will the Youth Council determine this?

A: The bidder determines the number of youth they will be able to serve for the amount of WIA monies requested and non-WIA resources brought in as match.

3. Who will be on the RFP Selection Committee:

A: The RFP Selection Committee has not yet been determined. It may include YC members and/or WIB members and HC-WIB staff, but this has not been finalized.

4. Q: On the last page of the original RFP application, the submittal deadline is printed as being February 18, 2008.

A: The date of submittal remains February 20th.

The meeting ended at 3:44PM.