

**WORKFORCE DEVELOPMENT BOARD  
RFP Review Committee Meeting Minutes  
January 26, 2023 @ 9:00am  
via Zoom/ Clemson SC Works Comprehensive Center**

**Reviewers Present**

Jeromy Arnett	Ann Blanton	Danny Brothers	Scott Coleman
Teri Gilstrap	Taiese Kidd	Catina Ross	Mike Wallace

**Absent**

Stephen Taylor

**Staff Present:**

Trent Acker	Windy Graham	Jennifer Kelly	Ann Skinner
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**I. Call to Order**

Trent Acker, WorkLink Executive Director, called the meeting to order and asked those present to introduce themselves. Mr. Acker stated that the joint RFP committee for Upper Savannah and WorkLink has convened for the purpose of finalizing RFP scores for Adult/Dislocated Worker Services and One Stop Operator Services for PY2023 and to give Bidders' the opportunity to present information regarding their proposals.

**II. RFP Guidelines/Procurement Process**

Jennifer Kelly, staff to the WorkLink WDB, reviewed the scoring sheets and the evaluation criteria listed in the RFPs, and reminded the committee members to reference those when finalizing their scoring sheets. Any bidders receiving a score lower than 70 will not be considered for funding. The highest score will be approached with the opportunity of entering budget negotiations. Committee Members were reminded to keep all Bidder's proposals and RFP scoring confidential until the procurement process has been concluded.

**III. Executive Committee Session\***

The committee voted to enter Executive Session to discuss contractual matters.

**ACTION TAKEN: Mike Wallace made a motion to go into Executive Session, seconded by Teri Gilstrap. The motion carried unanimously.**

**ACTION TAKEN: Danny Brothers made a motion to exit Executive Session, seconded by Jeromy Arnett. The motion carried unanimously.**

**IV. Recommendations\***

No recommendations were made at this time. Final scoring will be completed and returned to Ms. Kelly for final tabulation. Each WDB will vote independently to enter into budget negotiations with the Bidder with the highest score.

**V. Other**

Ms. Kelly stated that both Boards plan to meet the following week to finalize recommendations. Bidders will be notified of the outcome immediately thereafter.

**V. Adjourn**

With no further business, the meeting was adjourned.

*Respectfully submitted by: Meredith Durham*