

**Workforce Development Board**  
**RFP Review Committee**  
104 Rich Hall, SUNY Oswego  
March 8, 2017 at 8:00 a.m.

Attendance: Stacy Alvord, Robin Hansen, Sabine Ingerson, David Lloyd, Joe Rotella, Amanda Saternow, Kris Smith, Garette Weiss

The meeting was called to order at 8:01 a.m. Joe Rotella provided an overview of the One-Stop Operator in the Oswego Workforce Investment Area Request for Proposal (RFP) process, including the development of the RFP, the timeframes for posting it to the public, mandatory bidders conference, submission requirements and the roles and expectations of the RFP Review Committee. He also reviewed the document structure, format of the scoring sheet, and instructions for completion; informing the committee his role allowed him only to provide clarification or instructional information, and he could not participate in conversation regarding the proposal.

Following the mandatory bidders conference and expiration of the RFP application deadline one submission was received for the committee to review and score. The submission was from the SUNY Oswego Division of Extended Learning. Joe Rotella explained that as a Board Member, Jill Pippin understands that she cannot be involved in the RFP process and recuses herself from any One-Stop Operator oversight.

The six members of the Workforce Development Board that made up the review team reviewed the application and compared it to the criteria listed in the RFP. Upon review of the submitted application, it was determined by the board members that the application satisfied all requested criteria in RFP and received a unanimous score of 100.

Dave Lloyd made a motion that the RFP Proposal be awarded to the SUNY Oswego Division of Extended Learning. Sabine Ingerson seconded the motion. The motion was carried. The entire RFP Review Committee is in favor of making the recommendation to the Workforce Development Board Executive Committee that the contract to serve as the One-Stop Operator for the Oswego Workforce Investment Area be offered to the SUNY Oswego Division of Extended Learning.

The meeting was adjourned at 8:32 a.m.