



MEMORANDUM

Date: June 13, 2017

TO: South Central Workforce Council

From: South Central Youth Committee, Leanne Liddicoat, Chair

Subject: 2017 WIOA Youth Contract Award

The Youth Committee (YC) met on May 18, 2017 for the review process and recommendation of the WIOA PY17 Youth Program award. The request for proposal (RFP) solicited one proposal which was submitted on behalf of Yakima Valley Farmworkers Clinic/Northwest Community Action Center (NCAC). Our options were:

1. Move the procurement was a "failed bid process" and start over.
2. Sole source the program to an entity, other than the bidder, that the committee agrees is the best selection for the services to be provided.
3. Decide the submitted proposal meets the compliance of the RFP and is capable of performing the expectations of the program.

There was considerable discussion regarding the options and what would be in the best interest of our local area and the youth we serve. Upon the receipt of the proposal the WDC had performed a comprehensive compliance review and found all was acceptable. The Youth Committee reviewers had also read and evaluated NCAC's proposal in preparation to the review meeting. It was the consensus of the review committee to move forward with the submitted proposal as it met the compliance of the RFP and the reviewers assessed from the information provided, the bidder was capable of performing the expectations of the program.

The review committee continued by inquiring of all WDC staff and YC review members whether they had a conflict of interest or had been lobbied to influence the recommendation and after which had each sign a supporting document to be kept on file. Those documents are retained at the SCWDC office. We proceeded with recording each member's point assignment and suggestions for negotiations on each section of the proposal. All scores were recorded, tallied and retained at the WDC office as well.. At the conclusion of the YC review, the proposal from NCAC would be recommended to the Youth Committee with a list of items to discuss for negotiations.

Immediately following the review committee meeting a Youth committee meeting had been scheduled to complete the RFP process and award. At the YC meeting the review committee made the recommendation to award WIOA PY17 Youth Program for Kittitas and Yakima Counties to Yakima Valley Farmworkers Clinic/Northwest Community Action Center (NCAC) contingent on SCWDC approval, Consortium approval and successful negotiations with staff. This motion was unanimously approved by the Youth Committee.

Therefore, on behalf of the South Central Youth Committee we recommend to award WIOA PY17 Youth Program for Kittitas and Yakima Counties to Yakima Valley Farmworkers Clinic/Northwest Community Action Center (NCAC) contingent on SCWDC approval, Consortium approval and successful negotiations with staff.

Cc: P. Baldoz
 T. Bosler
 T. Hoerner
 file