

**Northeast Arkansas Workforce Development Board
Ad Hoc Committee Meeting
Minutes for Tuesday, March 15, 2022
Arkansas Workforce Center, 2311 East Nettleton, Jonesboro, AR 72401
12:00 p.m.**

Welcome

Chair Bobby Long welcomed the Ad Hoc Committee members and called the meeting to order.

Roll Call

The roll was as follows:

Member Name	Present	Absent
Carter, Donna	X	
Long, Bobby	X	
McKenzie, Scott	X	
McKeel, John		X
Polk, Michael	X	
Total	4	1

There was a quorum.

Bid Opening

Procurement was handled by NEACEO Chair - Judge Rusty McMillon and one proposal was received. The sealed proposal was provided to Chair Long and it was opened at the meeting.

RFP Overview

Chair Long stated the purpose of the Ad Hoc Committee was to review and score the One Stop Operator Proposal(s) received.

Excerpt from the One Stop Operator RFP

Timeframe for RFP Process:

RFP issued on Sunday, January 23, 2022.

Deadline for proposals – 12:00 p.m. on Friday, February 25, 2022.

Evaluation of proposals by March 25, 2022.

Negotiation and Awarding Contract by April 1, 2022.

Reviewal of Proposal(s)

After solicitation from a number of sources, competition was determined inadequate. The sealed proposal was opened on 03-15-22 at 12 p.m. and each member was provided a copy of the proposal. Based on the Evaluation Criteria, the Ad Hoc Committee members' average score was 99.25 and the total cost of the proposal was \$46,000.

Michael Polk made the motion for the proposal from ETS, Inc. to be forwarded to the Northeast Arkansas Workforce Development Board for the final decision as One Stop Operator. Scott McKenzie seconded the motion. The motion passed unanimously.

The meeting was adjourned.

Chair  Signature

Date 3/29/2022