



**MEETING NOTES**  
**Pre-Proposal Conference WIOA Youth Programs**  
**November 13, 2018 Hattiesburg, MS**

- Allison Beasley, Economic Workforce Development Division Director, opened the meeting and welcomed the attendees. She introduced Patricia Morrison, Shonta Duncan, and Emlyn Jackson. Additionally, Ms. Beasley explained that the RFP is for two contracts and she reviewed the eligible counties for each contract.
- The meeting was turned over to Ms. Morrison, Economic Workforce Development Manager, to review the procurement process. In addition to the information contained in the RFP, she noted that an addendum will be made available to provide a cut-off date for proposal questions. The deadline for questions to be submitted is December 03, 2018 by 5:00 p.m.
- Ms. Morrison then turned the meeting over to Ms. Duncan, Youth Program Administrator. Ms. Duncan began a review of the RFP, starting on page 12, which included the following sections:
  - Minimum Requirements
  - Overview of RFP
  - Organizational Overview
  - Program Description
  - General Instructions
  - Proposal Score Sheet
  - Demonstrated Ability, Past Performance, and Program Narrative
  - Financial Plan
  - Attachments
- During Ms. Duncan's review, it was noticed that the address for submittal is incorrect under #10 on page 21. The address for submittal is 10441 Corporate Drive Suite 1, Gulfport, MS 39503. This correction will be posted on the SMPDD website, included in Addendum #1.

- There was some concern about getting letters of commitment from school partners with the upcoming holidays. It was suggested that a request for letters be made immediately and that in some instances late receipt may not prohibit a proposal from consideration.
- After a brief discussion about the budget sheet and line item for the staffing agency, we decided to include that specific information in the Questions and Answers posted on the SMPDD website. Additionally, details on what is eligible to be included in the Work Experience budget will be posted.
- Attendees were given note cards and asked to write down their questions to submit. After her review of the RFP, Ms. Duncan collected the notecards with questions, and asked if anyone had any additional questions.
- Questions from the notecards were read and answered for the attendees. A few questions required research and those answers will be posted along with all other questions and answers on the SMPDD website.
- Frequently Asked Questions (FAQs) from previous RFPs were compiled and handed out to attendees. These will also be posted on the SMPDD website for all interested to see.
- To conclude the meeting, Ms. Beasley thanked everyone for their attendance and interest in working with us to provide WIOA Youth services to those in need. She acknowledged that these programs can be challenging due to the many barriers our eligible youth face. We (TDWDA/SMPDD) value our sub-grantees and consider them our partners, as we work together to meet our mutual programmatic goals. The meeting then was adjourned.

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