TO: Youth Council **DATE: 02/13/08**

FROM: Youth Council Staff

- [X] **For Action**
- [ ] **For Information**
- [ ] **For Discussion**

SUBJECT: Evaluation Team Selection for Youth Request for Proposal (RFP) for 08/09 WIA Youth Programs

PROPOSED MOTION(S): That an Evaluation Committee be designated to rate proposals received for the WIA Youth Programs RFP to be let in February 2008.

DISCUSSION: An RFP for both In-School and Out-of-School programs is scheduled to be let February 5, 2008, with a closing date of March 20, 2008. The RFP Evaluation Committee is scheduled to meet Thursday, March 27, 2008. The evaluation process normally takes between 4 to 6 hours.

The following Youth Council members have previously served on RFP Evaluation Committees and are not personally associated with expected Proposers.

1. **Kathy Hassett**
2. **Claudia Corchado**

ATTACHMENT(S): N/A

TIMELINE FOR YOUTH RFP

✓	**July 11, 2007**	**Formation of RFP Ad-hoc Committee**
✓	**August 8, 2007**	**Timeline provided to YC for RFP**
✓	**October 10, 2007**	**Request to WIB from Youth Council for RFP**
✓	**November 8, 2007**	**WIB Meeting NO QUORUM …. Sent to Exec**
✓	**December 3, 2007**	**Exec Met and approved RFP process to BOS**
✓	**January 8, 2008**	**BOS directs RFP be let**
✓	**January 2008**	**Finalize RFP with Administrative Services**
✓	**January 28, 2008**	**RFP Let by Administrative Services on WEB**
	February 13, 2008	**Evaluation Committee Selected by Youth Council**
	February 25, 2008	**Deadline for question submitted for Bidders Conference**
	February 26, 2008	**Bidders (Pre-proposal) Conference 2:00 p.m. - 3:00 p.m.**
	March 11, 2008	**Deadline for submission of answers from Bidders Conf.**
	March 20, 2008	**RFP Closing Date**
	March 27, 2008	**Eval. Committee meets, Recommendation to Youth Council**
	April 9, 2008	**Youth Council Meeting – to accept recommendation**
	May 8, 2008	**Youth Council to WIB - accept recommendation – to BOS**
	May 20, 2008	**BOS for approval of contract**
	July 1, 2008	**Contract Begins**

2008

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DEPARTMENT OF ADMINISTRATIVE SERVICES

SUPPORT SERVICES DIVISION

Paul D. Clanton
Director Administrative Services/ Chief Information Officer

Leon "Sandy" Teague
Assistant Director Administrative Services/ Support Services

2222 "M" Street
Merced, CA 95340
(209) 385-7690
(209) 725-3535 Fax
www.co.merced.ca.us

Equal Opportunity Employer

February 13, 2008

(Name)
(Address)

Re: Confidentiality Statement for (RFP) #6300, In-School and Out-of-School Youth Programs

Dear (Mr. or Ms.)(Evaluator's Name),

I would first like to take this opportunity to thank you for being an evaluator for Merced County's Request for Proposal (RFP) No. 6300, "In-School and Out-of-School Youth Programs".

Please acknowledge the statement below and return a signed copy back to my attention.

I hereby acknowledge and agree to follow the Merced County policy and practice of maintaining any and all information obtained or developed, in the course of the evaluation and consideration of the subject RFP No. 6300, In-School and Out-of-School Youth Programs" strictly confidential and not be released or used by the Evaluator for any purpose outside of Merced County RFP process.

_____ _____

Signature **Date**

Again, I thank you for participating as an evaluator, should you have any questions, please contact me at (209) 385-7331, extension 4357.

Sincerely ,

Robert Reed, Procurement Specialist II
Administrative Services - Support Services