



INDIANA REGION 5  
WORKFORCE BOARD, INC.

2154 Intelliplex Drive, Shelbyville, IN 46176  
(317) 398-6046 (317) 398-6053 fax

January 30, 2012

Joint Workforce Investment Board  
c/o Cheryl Musgrave, Executive Director  
318 Main Street, Suite 222  
Evansville, IN 47708

Joint Workforce Investment Board,

The Central Indiana Region 5 Workforce Board, Inc. conducted a procurement action for Regional Operator as described below. We request that the Joint Workforce Investment Board (JWIB) approve of our selection of Interlocal Associates to serve as Regional Operator in Region 5 for two (2) years with an option for a one (1) year extension beginning program year 2012.

The selection Process went as follows:

- The following timeline was followed for this procurement action:

Publication of proposal	11/28/2011
Letters of Intent due	12/16/2011
Proposal due date	01/06/2012
Recommendation of candidate to Board	01/26/2012
- A selection committee of regional board members was established and tasked with approving a request for proposal, reviewing and scoring proposals and making recommendations to the full board.
- The request for proposal was posted on the Indiana Department of Workforce Development website, posted on the RWB website, a notice was published through local regional newspaper and made available by request to the Board contact.
- An email message regarding the request for proposal opportunity available on the DWD website was sent on November 21, 2011 to the following Regional Operators:

REACH, Inc.  
Thomas P. Miller and Associates  
Arbor E & T  
John Corcoran  
National Association of Workforce Development Professionals

- A bidder’s conference was held on December 16, 2011. Candidates were allowed to make inquiries regarding the region through December 23, 2011. Letters of intent to bid were required no later than December 16, 2011.
- Proposals were due January 6, 2012. Proposals were received from the following candidates:

T. Cross and Associates  
 Thomas P. Miller and Associates  
 Interlocal Associates

- The proposals were reviewed by DWD staff for compliance. The proposals were then provided to the Board selection committee for review and rating. The following rating criteria and weightings were used:

Experience of Organization	25 Points
Plan of Service	40 Points
Partnership and Coordination	15 Points
Staffing Plan and Organization	10 Points
Budget and Financial Information	10 Points

- The committee conducted interviews with the three bidders. After initial interviews the committee conducted second interviews with Thomas P. Miller and Associates and Interlocal Associates. Initial scores were revised for Thomas P. Miller and Associates and Interlocal Associates after the second interview.

Final scores were as follows:

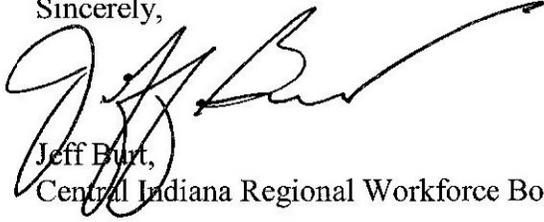
	T. Cross and Assoc.	Thomas P. Miller and Assoc.	Interlocal Assoc.
Laura Nichols	73	68	88
Sherene Donaldson	70	83	92
Jeff Williams	64	73	79
Total	207	224	259

- The Selection Committee’s recommendation to accept Interlocal Associates’ proposal was submitted and approved by the CIRWB on January 26, 2012.

The CIRWB believes Interlocal met all the requirements of the RFP and the selection committee’s scores reflect the satisfaction the Board has with Interlocal’s proposal as the Regional Operator.

Records related to this procurement are currently maintained by the Fiscal Agent, Crowe Horwath LLP. If you have any questions regarding the procurement process please call Carla Crowe, (317) 225-2571

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Burt", with a long, sweeping horizontal stroke extending to the right.

Jeff Burt,  
Central Indiana Regional Workforce Board Chair