



**NEW ORLEANS  
WORKFORCE DEVELOPMENT BOARD**

NOWDB Special Executive Committee Meeting  
JOB1 Business and Career Solutions Center  
1307 Oretha Castle Haley – New Orleans, LA  
June 27, 2025 | 7:45AM  
Meeting Summary

**Attendance**

**Members Present**

Gregory Curtis  
Melissa Hopson Sparks  
Allen Square  
Floyd James  
Arlanda Williams  
Thelma French

**Members Absent**

Claire Jecklin

**Staff and Guest**

Tammie Washington  
Neia Limar  
Sabrina Johnson  
Tyra Johnson Brown (virtual)

**I. Call to Order**

Board Chair Gregory Curtis called the meeting to order at 7:47AM

**II. Roll Call**

Board Chair Curtis forewent roll call and confirmed a quorum was met.

**III. Board Chair Updates**

No new updates since the last full board meeting.

Executive Committee Member voting on the aforementioned Action Items:

Gregory Curtis, Melissa Hopson Sparks, Allen Square, Thelma French, Floyd James, and Arlanda Williams

**ACTION ITEM: Approval of the NOWDB Full Board Meeting Minutes – May 13, 2025 & June 12, 2025**

**Motion by: Arlanda Williams**

**Second by: Allen Square**

**No Opposition**

**The motion was approved by unanimous decision.**

**Approval of the updated NOWDB Financial Policies**

NOWDB Finance Committee Chair, Mr. Floyd James, updated the Executive Committee that the updated financial policies were presented to the full Board for approval and discussed at the Full Board Meeting held on June 12<sup>th</sup>, 2025. During the Louisiana Workforce Commission's monitoring review of the local fiscal policies, it was stated that policies should be reviewed annually and updated as needed.

**ACTION ITEM: Approval of the updated Financial Policies for LWDB 12**

**Motion by: Arlanda Williams**

**Second by: Thelma French**

**No Opposition**

**The motion was approved by unanimous decision.**

**Approval of the One-Stop Operator/Service Provider**

Deputy Director/WIOA Program Manager, Tammie Washington, provided an update on the RFP process. The City of New Orleans released a Request for Proposals (RFP) on the behalf of the New Orleans Workforce Development Board to competitively procure the One-Stop Operator and WIOA Service Provider for the local One-Stop Center (JOB1) for Program Year 2025 (July 1, 2025 – June 30, 2026), with an option to renew for up to three (3) additional years. The Workforce Innovation and Opportunity Act (WIOA) requires local board to competitively procure an Operator of the local One-Stop Center at least once every four years. The current Operator of the JOB1 Business and Career Solution Center is in the final year allowable under the previous procurement process, which was conducted in 2021. The current Operator’s contract ends on June 30, 2025.

As the One-Stop Operator and WIOA Service Provider, the selected bidder will be responsible for the coordination of service delivery among the mandated One-Stop partners, service providers of core programs, and other partners working within the workforce system. The selected Operator will also be responsible for the provision of WIOA Adult, Dislocated Worker, and Youth services within the local American Job Center known as JOB1.

**Procurement Process**

*Timeline*

RFP Release	May 27, 2025
Pre-Submittal Conference	June 5, 2025
Deadline for Submitting Questions	June 9, 2025
Proposal Submission Deadline	June 17, 2025
Evaluation Committee Selection	June 25, 2025

The City of New Orleans’ Chief Procurement Officer established the RFP Evaluation Committee with relevant subject-matter expertise in reviewing and evaluating responses to the RFP. The committee included five individuals consisting of:

- The Chief Administrative Officer, or his designee;
- The Chief Financial Officer, or his designee;
- The manager of the User Entity requesting the service, or his designee;
- The employee who will manage and monitor the contract; and
- A professional from within local government who possesses expertise in the relevant field.

**Evaluation Committee’s Composite Scores and Ranking**

The City of New Orleans received six (6) proposals for this RFP solicitation. Each proposal was rated based on the following criteria:

- **20 points** – Specialized Experience and Technical Competence
- **20 points** – Demonstrated Performance History and Ability to Meet Goals
- **40 points** – Quality of Program Design
- **20 points** – Price Proposal

<b>Respondents</b>	<b>Amount Requested</b>	<b>Total Composite Score</b>	<b>Rank</b>
Bizzell US	\$3,742,557.29	325	4
Career Team, LLC	\$3,800,000.00	372	2
Equus Workforce Solutions	\$3,800,000.00	446	1
KRA Corporation	\$3,800,000.00	339	3
NOLA Workforce Management Group <i>(Models for Success, LLC and Castle of Dreams, LLC)</i>	\$3,803,418.36	312	5
ValSeth Enterprises	\$1,745,264.00	210	6

**RFP Evaluation Committee’s Recommendation**

Based on the total composite scores, the City of New Orleans’ Review Committee for RFP No. 4417 is recommending Equus Workforce Solutions as the selected bidder for the One-Stop Operator and Service Provider.

This RFP is seeking an organization with specialized experience, demonstrated performance history, and the best quality program design. Equus Workforce Solutions received the highest overall composite score and provided a proposal that best meets the needs requested in the RFP solicitation. The overall composite scores include the total of each Committee Member’s ratings of the organization’s specialized experience and technical competence, the demonstrated performance history, quality of program design, and price.

Due to the nature of the services requested, the RFP provided the funding allocation for program year 2024 (July 1, 2024 – June 30, 2025) to assist vendors with developing a Price Proposal that aligned with the service needs. The Price Proposals were reviewed for cost effectiveness and cost reasonableness of the proposed budget line-items to obtain the program’s vision, priorities, and performance goals. The contract value for this RFP solicitation will be based on the federal Workforce Innovation and Opportunity Act (WIOA) funding received by the City of New Orleans for Program Year 2025 (July 1, 2025 – June 30, 2026).

The City of New Orleans Review Committee’s recommendation for RFP 4417 was discussed in the June 25<sup>th</sup>, 2025, full NOWDB meeting. All board members in attendance was in support of the Review Committee’s recommendation of Equus Workforce Solutions as the selected bidder for RFP 4417 One-Stop Operator/Service Provider; however, a quorum was not present to take official action. This item was passed to the Executive Committee for approval. In section 6.2.1.3 of the New Orleans Workforce Development Board’s Bylaws - “Executive Committee Powers. The Executive Committee may exercise the powers of the full NOLA-LWDB12 when timely action is necessary to ensure the best interest of the NOLA-LWDB12, its program and services”.

**ACTION ITEM: Approve the recommendation of the City of New Orleans Review Committee for RFP No. 4417 – One-Stop Operator/Service Provider to select Equus Workforce Solutions as the One-Stop Operator/Service Provider.**

**Motion by: Thelma French**

**Second by: Arlanda Williams**

**No Opposition**

**The motion was approved by unanimous decision.**

**IV. Open Discussion**

Programs & Services Chair, Thelma French, noted for the record that the One Stop Operator and WIOA Service Provider contract has a term of 1-year with the option of 3 additional 1-year renewals pending an annual performance review. Board Chair, Gregory Curtis confirmed the term policy of the contract.

Mrs. French also noted that there is a critical issue currently regarding the reorganization of state government and the proposed plans for all employment and training programs to be relocated under LA Works. She emphasized the importance of board members understanding just how that change could impact the NOWDB and their responsibilities.

**V. Adjourn**

**Motion by: Arlanda Williams**

**Second by: Melissa Sparks**

**No Opposition**

**The motion was approved by unanimous decision.**

The meeting adjourned at 8:25AM.