

WORKFORCE DEVELOPMENT BOARD PLANNING SCHEDULE

DATE	PLANNING ACTIVITY
9/7/2010	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building
9/10/2010	Joint Meeting of WDB Planning & Development Committee & Monitoring & Evaluation Committee - 12 p.m. – 2:30 p.m. at Calhoun ISD
9/16/2010	Education Advisory Group – 8:30 – 10:30 a.m. at Calhoun ISD
9/28/2010	WDB/CEOB Meeting - 8 a.m. at Calhoun ISD to ratify action from Executive Committee for FY2011/13 MPRI Life Skills Program
October 2010	Plan ES, WIA Core and Intensive & Training Program Forums
10/01/2010	Fiscal Year 2011 JET, Food Assistance E & T and MPRI Contracts Begin
11/9/2010	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building
11/12/2010	WDB Planning & Development Committee Meeting – 12:00 p.m. – 2:30 p.m. at Calhoun ISD to design recommendations for PY2011/12/13 Employment Service, WIA Core and Intensive & Training Programs and recommendation for MPRI Transitional Housing RFP
11/16/2010 (3rd Tuesday)	WDB/CEOB Meeting – 8 a.m. at Calhoun ISD to act on recommendations from Planning Committee regarding the PY2011/12/13 Employment Service, WIA Core and Intensive & Training Programs and MPRI Transitional Housing RFP
11/29/2010	Staff emails MPRI Transitional Housing Program RFP packages to potential bidders who requested the package.
December 2010	Plan ES, WIA Core and Intensive & Training Program Information Sessions
12/2/2010	Pre-Bid Notices are Due from Intended Bidders for MPRI Transitional Housing Program by 3:30 p.m.

12/9/2010	Education Advisory Group – 8:30 – 10:30 a.m. at Calhoun ISD
12/17/2010	Completed MPRI Transitional Housing Program RFP Proposals are due at the Calhoun ISD by noon
12/17/10-12/22/10	Staff completes Technical Review of MPRI Transitional Housing Program proposals
12/22/10-1/7/11	Proposal Evaluation Panel evaluates proposals and selects finalists for MPRI Transitional Housing Program
1/7/2011	Proposal Evaluation Panel interviews finalists for MPRI Transitional Housing Program
1/11/2011	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building
1/14/2011	WDB Planning Committee Meeting – 12 p.m. – 2:30 p.m. at Calhoun ISD to develop recommendations for RFP specifications for PY2011/12/13 Employment Service, WIA Core and Intensive & Training Programs. Also discuss possible RFP for Summer Youth Employment Program
1/26/2011	WDB/CEOB Meeting – 8 a.m. at the Regional Manufacturing Technology Center, 405 Hill Brady Road, Battle Creek to act on recommendations from Planning Committee for PY2011/12/13 Employment Service, WIA Core and Intensive & Training Programs
1/26/2011	Staff issues the Employment Service, WIA Core and Intensive & Training Program RFP Notices of Availability to Potential Bidders.
1/28/2011	Staff emails Employment Service, WIA Core and Intensive & Training Program RFP packages to potential bidders who requested the package.
February 2011	Plan MPRI Workforce Development Forums
2/2/2011	Staff conducts Mandatory RFP Bidder's Conferences for Employment Service, WIA Core and Intensive & Training Programs at location TBD.

2/7/2011	Pre-Bid Notices are Due from Intended Bidders for Employment Service, WIA Core and Intensive & Training Programs by 3:30 p.m.
2/10/2011	Education Advisory Group – 8:30 – 10:30 a.m. at Calhoun ISD
2/18/2011	Completed Employment Service, WIA Core and Intensive & Training Program RFP Proposals are due at the Calhoun ISD by noon
2/18/2011- 2/25/2011	Staff completes Technical Review of Employment Service, WIA Core and Intensive & Training Program proposals
2/25/11-3/4/11	Proposal Evaluation Panel evaluates proposals and selects finalists for Employment Service, WIA Core and Intensive & Training Programs
3/8/2011	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building to begin discussing design recommendations for the MPRI Workforce Development Program for the next fiscal year
3/11/2011	Proposal Evaluation Panel interviews finalists for Employment Service, WIA Core and Intensive & Training Programs – morning at Calhoun ISD
3/11/2011	WDB Planning & Development Committee Meeting - 12 p.m. – 2:30 p.m. at Calhoun ISD to consider recommendations from Proposal Evaluation Panel for PY2011/12/13 Employment Service, WIA Core and Intensive & Training Programs. Also consider issuance of possible Summer Youth Employment Program RFP.
3/23/2011	WDB/CEOB Meeting – 8 a.m. at the Regional Manufacturing Technology Center, 405 Hill Brady Road, Battle Creek to act on recommendations from Planning Committee for the PY2011/12/13 Employment Service, WIA Core and Intensive & Training Program contracts and possible issuance of Summer Youth Employment Program RFP.
3/23/2011	(As needed) Staff issues the Summer Youth Employment Program RFP Notice of Availability to Potential Bidders.
3/25/2011	(As needed) Staff emails Summer Youth Employment Program RFP packages to potential bidders who requested the package.

3/30/2011	(As needed) Staff conducts Mandatory RFP Bidder's Conference for Summer Youth Employment Program at a location TBD.
April 2011	Plan MPRI WFD Information Session and Summer Youth Employment Information Session as needed
4/4/2011	(As needed) Pre-Bid Notices are Due from Intended Bidders for Summer Youth Employment Program by 3:30 p.m.
4/15/2011	Monitoring & Evaluation Committee – 12 p.m. at location TBD to interview and evaluate the WIA Youth and Incumbent Worker Training Contracts to develop recommendations for the second year of the contracts
4/15/2011	(As needed) Completed Summer Youth Employment Program RFP Proposals are due at the Calhoun ISD by noon
4/15/2011-4/21/2011	(As needed) Staff completes Technical/Compliance Review of Summer Youth Employment Program proposals
4/21/2011	Education Advisory Group – 8:30 – 10:30 a.m. at Calhoun ISD
4/21/11 - 4/26/11	(As needed) Proposal Review Panel evaluates Summer Youth Employment proposals
4/29/2011	(As needed) Proposal Review Panel interviews finalists for Summer Youth Employment Program – morning – at CISD
4/29/2011	(As needed) Special meeting of Planning & Development Committee to discuss recommendations from Proposal Review Panel - at CISD
4/29/2011	(As needed) Staff Requests Executive Board Approval via email.
5/2/2011	(As needed) Selected contractors start planning activities.
5/10/2011	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building to finalize recommendations for the Planning Committee regarding the MPRI Workforce Development RFP
5/13/2011	WDB Planning & Development Committee Meeting - 12 p.m. – 2:30 p.m. at Calhoun ISD to consider MPRI Workforce Development RFP recommendations

5/25/2011	WDB/CEOB Meeting - 8 a.m. at the Regional Manufacturing Technology Center, 405 Hill Brady Road, Battle Creek to act on recommendations from the Planning Committee for the MPRI Workforce Development RFP. Also acts on Monitoring & Evaluation Committee's second year contract recommendations for the WIA Youth and Incumbent Worker Training Programs and, as needed, ratifies Executive Board action regarding Summer Youth Employment Program.
5/25/2011	Staff issues the MPRI Workforce Development RFP Notices of Availability to Potential Bidders.
5/27/2011	Staff emails the MPRI Workforce Development RFP packages to potential bidders who requested the package.
6/1/2011	Staff conducts Mandatory RFP Bidder's Conference for MPRI Workforce Development Program at the Calhoun ISD.
6/6/2011	Pre-Bid Notices are Due from Intended Bidders for MPRI Workforce Development Program by 3:30 p.m.
6/10/2011	Monitoring & Evaluation Committee – 12 p.m. at Calhoun ISD to interview and evaluate the MPRI Life Skills, JET and Food Assistance E&T Program Contracts to develop recommendations for the second year of the contracts
6/17/2011	Completed MPRI Workforce Development Program Proposals are due at the Calhoun ISD by noon.
6/17/2011- 6/24/2011	Staff completes Technical Review of MPRI Workforce Development Program proposals
6/24/2011- 7/8/2011	Proposal Evaluation Panel evaluates proposals and selects finalists for MPRI Workforce Development Program
7/1/2011	All Program Year 2011 WIA and Employment Service Contracts begin.
7/12/2011	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building

7/15/2011	Proposal Evaluation Panel interviews finalists for MPRI Workforce Development Program – morning at CISD
7/15/2011	WDB Planning & Development Committee Meeting - 12 p.m. – 2:30 p.m. at Calhoun ISD to consider recommendations from Proposal Evaluation Panel for MPRI Workforce Development Program
7/27/2011	WDB/CEOB Meeting - – 8 a.m. at Calhoun ISD to act on recommendations from the Planning Committee for the MPRI Workforce Development Program RFP. Also will act on the Monitoring & Evaluation Committee’s second year contract recommendations for the MPRI Life Skills, JET and Food Assistance E&T Programs.
August 2011	Membership Committee surveys Board members with terms that expire in September of 2011
9/13/2011	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building
9/16/2011	WDB Planning & Development Committee Meeting - 12 p.m. – 2:30 p.m. at Calhoun ISD to review the MPRI Workforce Development Program contract negotiations report
9/28/2011	WDB/CEOB Meeting - 8 a.m. at Calhoun ISD to act upon recommendations of Planning and Development Committee regarding the MPRI Workforce Development Program contract negotiations report
October 2011	Plan Youth & IWT Program Forums
10/01/2011	Fiscal Year 2012 JET, Food Assistance E & T and MPRI Contracts begin
11/8/2011	MPRI Steering Team Meeting – 10:00 – 11:30 a.m. at Toeller Building
11/4/2011	WDB Planning & Development Committee Meeting - 12 p.m. – 2:30 p.m. at Calhoun ISD
11/16/2011 (3 rd Wednesday)	WDB/CEOB Meeting – 8 a.m. at Calhoun ISD