



**Workforce Alliance (WA) Executive Committee
Meeting Agenda**

ZOOM ONLY: <https://us02web.zoom.us/j/84347330973>

Wednesday, September 11, 2024 • 11:30 a.m. – 11:45 a.m.

1. **Welcome and Introductions:** Jeff Longwell (11:30)
2. **Workforce Alliance Office Copier Contract:** Chad Pettera (11:35) (p. 2)
The WA released a request for proposals (RFP) for office copiers on July 2, 2024; four proposals were received.
Recommended Action: Authorize the President and CEO to enter into a new lease through Image Quest for office copiers.
3. **On-the-Job Training (OJT) Contract for the Eligible Training Provider List for (ETP) for Student Startup, Inc.:** Keith Lawing (11:40) (p. 3)
Student Startup, Inc. has submitted an application to be added to the ETP list for OJT.
Recommended Action: Approve the addition of Student Startup, Inc. to OJT ETP list.
4. **Adjourn:** Jeff Longwell (11:45)

The next WA Executive Committee Meeting is scheduled for Wednesday, October 9, 2024 at 11:30 a.m.

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The Workforce Alliance is the Local Workforce Development Board for Local Area IV

Item

Office Copier Lease

Background

The Workforce Alliance released a request for proposals (RFP) for Office Copiers on July 2, 2024. The current lease with Digital Office Systems (De Lage Landen) expires in October 2024. The RFP closed on July 30, 2024 and four proposals were received.

Analysis

Staff has reviewed the RFP and submissions to ensure it meets the requirements and has compiled a cost comparison. Staff also meet with each of the potential vendors to validate the proposals and ask questions. Below is a table with the evaluation of the proposals. The annual cost below includes the copy machine lease, and estimated print cost based on 2023 printer totals and costs for printing software. The lease will only include the machines and software, printing costs will be paid monthly or quarterly directly to the copy machine vendor.

Evaluation Criteria	Image Quest	360 Doc. Solutions	SumnerOne	Century Business Tech
Equipment Specifications	1	1	1	1
Proposal Clear and Understandable	1	1	1	1
Support Capacity	1	1	1	2
Annual Cost	1 (\$10,617)	2 (\$11,859)	3 (\$12,132)	3 (\$13,459)
Total (lowest is best)	4	5	6	7

Recommended Action

Authorize the President and CEO to enter into a new lease through Image Quest for office copiers.

Item

On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

Background

1. Approval of Addition to the ETP List for OJT

The following employer has submitted an application to be added to the ETP list for OJT.

Employer:	Student Startup, Inc.
Company Description:	<p>Student Startup, Inc is a non-profit that empowers high school and college students to start and grow their own businesses.</p> <p>Millions of students take a class about business, but sitting in a class is not sufficient - students need an internship to truly be ready for an entrepreneurial career! This is what the pros in every career field have discovered. Whether it's student teachers, medical residents, accounting interns, or apprenticeships for the skilled trades, everyone knows that learning by doing is what really works.</p>
Location:	Wichita, Sedgwick County
Occupation(s):	IT
Training Length:	140 hours
Average Wage Range:	\$22.00 full time employee
Benefits:	Full benefit package
Comments:	<p>One of the supports Student Startup offers their high school and college students is a scheduling platform. This training will be focused on the updates and management of that platform, including website design, software development, cloud integration, programming language and mobile frameworks</p> <p>Although a majority of the staff are student interns, Student Startup, Inc does have some full-time staff. This reimbursement will be used to train a full time employee on a new software platform.</p>
OJT Funding Streams <i>subject to availability</i>	All Funding streams are available and appropriate based on occupation and new hire eligibility requirements.

Recommended Action

Approve addition of **Student Startup, Inc.** to OJT ETP list.