

Procurement for One-Stop Operator Policy

Effective Date: December 14, 2023

1. Purpose:

The purpose of this policy is to establish a detailed step-by-step process for the Region VII Workforce Development Board (WDB) to handle Request for Proposal (RFP) procurement for a One-Stop Operator, in compliance with the Workforce Innovation and Opportunity Act (WIOA) federal law and applicable Code of Federal Regulations (CFRs).

2. Definitions:

2.1. WDB: Region VII Workforce Development Board

2.2. RFP: Request for Proposal

2.3. One-Stop Operator: An entity responsible for the management and coordination of services provided through the American Job Center network, specifically in Region VII.

3. Applicable Laws and Regulations:

This policy is guided by the following federal laws and CFRs:

3.1. Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128

3.2. 20 CFR Part 678 - One-Stop Operations

3.3. 20 CFR Part 679 - Statewide and Local Governance of the Workforce Development System

4. RFP Procurement Process:

4.1. Planning Phase

4.1.1. The WDB shall establish a procurement committee consisting of board members and other relevant stakeholders.

4.1.2. The committee shall review the current One-Stop Operator contract, assess performance, and identify areas for improvement.

4.1.3. The committee shall develop a comprehensive scope of work (SOW) for the One-Stop Operator, including performance expectations, deliverables, and evaluation criteria.

4.2. RFP Development Phase

4.2.1. The procurement committee shall draft the RFP document, incorporating the SOW and evaluation criteria.

4.2.2. The RFP shall include a clear description of the WDB's expectations, eligibility requirements, and evaluation process.

4.2.3. The RFP shall be consistent with WIOA regulations (Section 121(d)(2)(A)) and CFRs (20 CFR 678.300), ensuring fair and open competition.

4.3. Third-Party Vendor Engagement

4.3.1. The WDB shall engage a third-party vendor to assist with the submission, circulation, and initial evaluation of received proposals.

4.3.2. The third-party vendor shall be selected through a separate procurement process, ensuring compliance with WIOA regulations (Section 121(d)(2)(A)) and CFRs (20 CFR

678.300).

4.4. RFP Release and Advertisement

4.4.1. The third-party vendor, in collaboration with the procurement committee, shall publish the RFP in accordance with WIOA regulations (Section 121(d)(2)(B)) and CFRs (20 CFR 678.300), ensuring broad public notice.

4.4.2. The RFP shall be advertised in local newspapers, on the WDB's website, and through other appropriate channels.

4.4.3. The advertisement shall include the deadline for proposal submission, contact information, and any mandatory pre-proposal conferences.

4.5. Proposal Evaluation and Selection

4.5.1. The third-party vendor, in coordination with the procurement committee, shall receive and organize all received proposals.

4.5.2. The procurement committee shall establish an evaluation team consisting of subject matter experts and impartial individuals.

4.5.3. The evaluation team, with support from the third-party vendor, shall review and evaluate all received proposals based on the predetermined evaluation criteria.

4.5.4. The evaluation team shall conduct interviews or presentations, if necessary, to clarify proposal details or assess the capabilities of proposers.

4.5.5. The evaluation team, in collaboration with the third-party vendor, shall select the proposer that best meets the evaluation criteria and demonstrates the capacity to fulfill the SOW.

4.6. Contract Negotiation and Award

4.6.1. The WDB, with support from the third-party vendor, shall enter into contract negotiations with the selected proposer, ensuring compliance with WIOA regulations (Section 121(d)(2)(C)) and CFRs (20 CFR 678.300).

4.6.2. The negotiation process shall address any outstanding issues, including performance expectations, budget, and reporting requirements.

4.6.3. Once negotiations are successfully completed, the WDB shall award the contract to the selected proposer.

4.7. Contract Monitoring and Performance Evaluation

4.7.1. The WDB shall establish a monitoring and evaluation plan to ensure the One-Stop Operator's compliance with the contract.

4.7.2. The WDB shall conduct regular performance evaluations, as required by WIOA regulations (Section 121(d)(2)(D)) and CFRs (20 CFR 678.300), to assess the One-Stop Operator's effectiveness.

4.7.3. The WDB shall take appropriate actions, including corrective actions or termination, if the One-Stop Operator fails to meet performance expectations.

5. Compliance and Reporting:

5.1. The WDB shall ensure that the third-party vendor adheres to all applicable laws, regulations, and confidentiality requirements during the RFP procurement process.

5.2. The WDB shall maintain documentation of the entire RFP procurement process, including evaluation scores, interview notes, and contract negotiations.

5.3. The WDB shall submit required reports to the appropriate federal agencies, as outlined in WIOA regulations (Section 121(d)(2)(E)) and CFRs (20 CFR 678.300).

6. Review and Revision:

This policy shall be reviewed annually by WDB staff to ensure compliance with any updates or changes to WIOA federal law and CFRs. Any necessary revisions shall be made in consultation with appropriate state and federal entities, as well as approved by the WDB.

7. References:

7.1. Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128

7.2. 20 CFR Part 678 - One-Stop Operations

7.3. 20 CFR Part 679 - Statewide and Local Governance of the Workforce Development System

8. Equal Opportunity and Grievances: The Region VII Workforce Development Board prohibits discrimination in all aspects of the administration, management, and operation of Workforce Innovation and Opportunity Act programs and activities. Services offered at the Region VII WorkForce WV Career Centers will be provided universally without regard to race, color, religion, sex, national origin, age, disability, or political affiliation or belief. Individuals may file a complaint or grievance by following the Region VII Workforce Development Board Grievance Procedure Policy, a copy of which will be provided upon request.

9. Questions: Contact the Region VII Workforce Development Board Executive Director, 151 Robert C. Byrd Industrial Park Road, Suite 2, Moorefield, WV 26836. Telephone number is (304) 530-5258. Fax number is (304) 530-5107.

10. Expiration: Effective until rescinded, in writing, by the Region VII Workforce Development Board.



T.J. Van Meter, Executive Director

12-14-23

Date



Layne Diehl, Chairperson Region VII WDB

12/14/23

Date