

WORKFORCE INVESTMENT BOARD FOR MACON & DEWITT COUNTIES

One-Stop Operator Procurement Policy

The Workforce Investment Board for Macon & DeWitt Counties (LWIB 19) is adapting the Workforce Investment Solutions Procurement Policy to select the One-Stop Operator for the Decatur Illinois workNet Center through a **Competitive Proposal** method. The Competitive Proposal method was selected because it is the most appropriate method of the available methods under the Uniform Guidance, and will ensure an open and competitive procurement process.

Background: The Workforce Innovation and Opportunity Act (WIOA) is federal legislation that guides employment and training programs and was passed into law on July 22, 2014. WIOA provides the framework through which workforce areas and regions can leverage Federal, state, local and philanthropic resources to support businesses and job-seekers. The workforce vision for LWA 19 and One-Stop partners is to create a responsive, integrated workforce development system that provides exceptional service to both job seekers and employers.

As part of WIOA, the local workforce board must procure the one-stop operator through a competitive process, as required by sec. 121(d) (2) (A) of WIOA. The legislation further states that the One-Stop operator(s) is competitively procured at least once every four years and/or the State or local Board may choose to implement a competitive process more often.

One-Stop Operator Competitive Process:

The LWIB 19 Board has elected to secure an external vendor to manage this procurement, to ensure that competition, oversight and evaluation of the process is free from conflict, and to assist the Board in carrying out its responsibilities for the One-Stop operator procurement as required under WIOA and the Uniform Guidance. The external vendor has no financial interest in the outcome of the procurement. The Workforce Investment Solutions and Workforce Investment Board will use local procurement policies and procedures currently in place and will assure that the principles of competitive procurement in the Uniform Guidance set out at 2 CRF 200.318 (f) are met. The entire process must be performed under a process that promotes transparency and responsibility from the planning phase to the closeout phase.

The external vendor, along with the Executive Committee of the Workforce Investment Board, will assure that the One-Stop Operator procurement process is followed according to federal guidelines:

- **RFP Preparation & Bidders Meeting** – the development of an RFP for One-Stop Operator will be prepared by the external vendor and approved by LWIB 19. The external vendor will provide information about the role of the One-Stop Operator based on decisions made by the Board. A Bidder's meeting will be held as a part of the RFP process.
- **RFP Distribution/Circulation** – the One-Stop Operator RFP will be advertised in the legal section of the local newspaper, distributed to the community via the WIOA distribution network and posted on the Macon County, Illinois website under Workforce Development.
- **Bid Evaluation and Board Approval** – the bid evaluation process will be developed by the external vendor. The RFP will include the proposed evaluation form, description of evaluation areas and scoring system. The LWIB 19 team will review and score each proposal.
- **Negotiating of Winning Bid/Contractor** – The external vendor, along with LWIB 19, will negotiate the One-Stop Operator contract (or memorandum of understanding), and will present information to the LWIB 19 at their May 2017 meeting.

Firewalls Applied to Procurement - The Workforce Investment Board for Macon and DeWitt Counties will apply appropriate policies to ensure potential contractors in a competitive bid are not directly involved with the procurement process itself, including but not limited to, drafting procurement requirements, establishing review criteria, and conducting the review of responses and the final selection.

Effective Date – Decisions on the One-Stop Operator must be in place so that services can begin on July 1, 2017.