NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

POLICY 2-08-03 (2)

SELECTION OF SERVICE PROVIDERS

PURPOSE:

a) The Workforce Investment Act requires the local board (North Dakota's Workforce Development Council) to: (1) identify eligible providers of youth activities by awarding grants or contracts on a competitive basis, based on the recommendations of the Youth Development Council and on the criteria contained in the State plan; and (2) to conduct oversight of the providers.

b) Core and intensive services for adults and dislocated workers may be provided directly through the One-Stop Career Center Operator or through contracts with service providers approved by the local board.

c) Training services for adults and dislocated workers within special populations that face multiple barriers to employment may be provided through contract, rather than individual training accounts, for programs of demonstrated effectiveness offered by a community-based organization or another private organization.

WIA Reference: WIA**,** Sections 117, 123, 134 and Final Rule at 20 CFR Parts 663.430 and 664.

POLICY:

A. General

To avoid duplication, the One-Stop Career Center Operator will provide services and activities under Title I of WIA. If the One Stop Career Center Operator or the Youth Development Council (for Youth services) determines that specific services may be provided more efficiently or effectively by another entity, a service provider will be selected using the following competitive process, except when partnering and collaboration are part of the project development.

The One-Stop Career Center Operator will develop separate lists of potential service providers that have submitted a written expression of interest in providing adult/dislocated worker activities and youth activities.

Solicitation of interested providers will be done through statewide advertisement to begin the initial list and will be repeated every **two years** to reach new providers. Providers may be added to the list at any time by submitting a written expression of interest in providing adult/dislocated activities or youth activities.

When it is determined that specific services needed may be provided more efficiently or effectively by another Partner or entity, the One-Stop Career Center Operator will follow the North Dakota State Procurement process. All services costing in excess of $25,000 will have a request for proposals (RFP) developed identifying the program design requirements and expected outcomes. The expected outcomes will be established based on the activity and the characteristics of the customers to be served. The outcomes established may not be the same as the core indicators of performance, but will result in achieving desired project outcomes, as well as continuously improving system performance.

The RFP will be sent to all providers on the appropriate list, either adult/dislocated worker or youth, for the geographic area and activity(s) to be provided.

All proposals received will be reviewed and rated uniformly by the One-Stop Career Center Operator (see attached Provider Contracting Rating Sheet). The rating process will include an evaluation to determine that the proposal addresses all program design requirements, a cost analysis, and a review of the provider's past performance. In addition, the rating process will evaluate the key program design requirements versus the desired expected outcomes.

The highest rated provider will be selected. If only one proposal is received, it will be rated to determine whether it meets the minimum requirements before the provider is selected. The One-Stop Career Center Operator will retain the right to reject any or all proposals.

Before a contract is negotiated, a pre-award review will be completed by the One-Stop Career Center Operator to evaluate the provider's ability to administer and complete the contract.

B. Training Services for Special Populations

A contract for services may be developed when it is determined there is a training services program of demonstrated effectiveness offered by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment. The following criteria will be used to determine demonstrated effectiveness:

a. Financial capacity of the organization;
b. Demonstrated performance in measures appropriate to the program, including completion rates, attainment of skills, certificates or degrees, placement in unsubsidized employment, and retention in employment; and
c. How the specific program relates to the workforce investment needs identified in the local plan.

Special participant populations that face multiple barriers to employment are populations of low-income individuals that are included in one or more of the following categories:

a. Individuals with substantial language or cultural barriers;
b. Offenders;
c. Homeless individuals;
d. Deficient in basic literacy skills;
e. School dropout;
f. Single parent;
g. Individuals in rural areas with limited employment opportunities; and
h. Other hard-to-serve populations that may be defined by the Governor.

C. Partnering and Collaboration Projects

Service providers will not be competitively selected when projects are developed through local collaboration and partnering with mandatory WIA Partners or with government entities. Before a local agreement is negotiated, a pre-award review will be completed by the One-Stop Career Center Operator to evaluate the provider's ability to administer and complete the project.

D. Reporting

1. Adult and Dislocated Worker Services

   The One Stop Career Center Operator will provide the North Dakota Workforce Development Council with a summary of the request for proposal, rating and selection process, and yearly contract status and performance reports. Based on the evaluation of the reports, the North Dakota Workforce Development Council will determine the continuation of provider contracts.

2. Youth Services

   The North Dakota Youth Development Council has delegated the authority to determine the need for youth services to the One-Stop Career Center Operator. The North Dakota Youth Development Council may rescind this delegated authority or modify this delegated authority based on majority approval at any regular North Dakota Youth Development Council meeting.

   The One Stop Career Center Operator will provide the North Dakota Youth Development Council with a summary of the request for proposals, rating and selection process, and yearly contract status and performance reports. Based on the evaluation of the reports, the North Dakota Youth Development Council will make recommendations to the North Dakota Workforce Development Council on the continuation of provider contracts.

REFERENCE:

(0) NDWDC minutes dated September 11, 2003
(1) NDWDC minutes dated October 20, 2005
(2) NDWDC minutes dated November 20, 2008

SUNSET: November 20, 2011