

Policy Number: Section 1 Policy 3

Effective Date: 9-22-16

One-Stop Operator Selection

Purpose: To require the review and competitive procurement of the One-stop Operator for the Central Arkansas Workforce Development Area and to provide guidance for the review and procurement process as prescribed by WIOA § 121 (c)(v).

Policy: The Central Arkansas Workforce Development Board (CAWDB) shall review and procure by a competitive process the One-Stop-Operator. The steps for the review and procurement are as follows:

1. CAWDB Approves One-Stop Operator draft Request for Qualifications.
2. CAWDB Chairman appoints a RFQ review committee.
3. Immediately following the appointment of the RFQ committee, the CAWDB will publish the RFQ advertisement in a newspaper/media with statewide circulation.
4. Deadline for submitting proposals shall be the close of business after a minimum of fourteen calendar days from the date of publication.
5. The RFQ Committee will score and rank respondents within thirty of the date of closing.
6. The RFQ Committee will present its recommendation for selection of the One-Stop Operator to the CAWDB during the next CAWDB meeting.
7. The CAWDB shall present their recommendation for selection of the One-stop Operator to the Consortium of Chief Elected Officials for consideration and final selection.
8. The effective Date of the One-stop Operator's Contract shall be the first day of July of the year in which procurement is required under this Policy and shall not exceed a total of three (3) years with an additional two year renewal in one year increments.

The Central Arkansas Workforce Development Board will prevent conflict of interest during the One-Stop Operator RFQ process as described in the Conflict of Interest and Nepotism policy for the Central Arkansas Workforce Development Board. The Central Arkansas Workforce Development Board will adhere to all Federal standards of procurement.

Approved by: _____

Michelle Allgood

Date: 9-22-16

Title: CAWDB Chairperson