



PUBLIC NOTICE

REQUEST FOR PROPOSALS COMPETITIVE PROCESS TO SELECT THE ONE STOP OPERATOR FOR THE ONE STOP CENTER

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

PERFORMANCE PERIOD: MAY 1ST, 2022 THRU JUNE 30TH, 2024

AVAILABLE FUNDS: \$250,000.00
\$25,000 OUT OF SCHOOL YOUTH
\$113,998.23 ADULTS
\$111,001.76 DISLOCATED WORKERS

FUNDED IN WHOLE BY THE US DEPARTMENT OF LABOR – EMPLOYMENT AND
TRAINING ADMINISTRATION, THRU A GRANT AWARDED TO THE GOVERNMENT
OF PUERTO RICO AND ALLOCATED TO THE NORTHWEST LOCAL WORKFORCE
DEVELOPMENT AREA

RFP CLOSING DATE: MARCH 7TH, 2022

The Northwest Local Workforce Development Board calls individuals, non-for-profit organizations, as well as for-profit organizations, and community-based organizations to present proposals to provide services as the Operator for the One Stop Center – American Job Center, located on PR-2, Bo. Corrales, Km. 122.5 del Municipio de Aguadilla, according to the Workforce Innovation and Opportunity Act (WIOA) and its rules and regulations.

Section 107(d)(10)(A) of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 of July 22nd, 2014, states that the local board shall designate or certify one-stop operators as described in section 121(d)(2)(A). The latest states that the operator shall be designated through a competitive process. Also, section 121(d)(2)(B) states that an operator shall be an entity (public, private, or nonprofit) or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners, of demonstrated effectiveness, located in the local area. The chosen entity as the One Stop Operator will become a federal subrecipient and must comply with the Uniform Administrative Requirement Cost and Principles, and Audit Requirements for Federal Awards. 2 CFR §200, et. seq.

The chosen entity will be under contract to perform as the One Stop Operator and to provide the services required in this Public Notice, as detailed in the Technical Specifications Guide. Services will be made available to participants, and clients, of the municipalities within the Local Workforce Development Area: Aguada, Aguadilla, Añasco, Isabela, Moca, Rincón y San Sebastián.

The Northwest Local Workforce Development Board requests proposals from eligible entities to become the One Stop Operator of the One Stop Center-American Job Center (OSC-AJC) and provide the following services:

A. Basic Roles

1. Coordinate service delivery from all partners, physically and electronically, collocated within the OSC-AJC, as agreed in the Memorandum of Understanding between the Local Workforce Development Board and the partner.
2. Promote partnerships among all partners in the OSC-AJC in order to encourage collaboration of all parts as a multi-agency team. At the same time, the Operator must promote collective participation to achieve successful execution of the One Stop Delivery System, as well as an increase in the individual performance of all partners.
3. The Operator must make sure that all services provided towards the local workforce development comply with local and federal laws and regulations, as applicable, as well as with state and local policies and guidelines.

B. Specific Roles

1. To coordinate, in collaboration with the Local Board and all partners, the appropriate strategies to implement the Memorandums of Understanding (MOU), including the design of a plan to achieve the collocation of all partners at the OSC-AJC, as per the MOU's.
2. The Operator must guarantee that all partners comply with the MOU's and all processes and procedures.
3. The Operator must make sure that all partners follow all the applicable, Local Boards, policies and procedures.
4. The Operator must implement a universal access system for all job seekers, indistinctly of the way they request/access the service (in-person or virtual).
5. The Operator must work around a coordinated and integrated system model that has the labor market at the center, and that offers services that add value to all job seekers. Also, the Operator must provide services to local employers. See Technical Specifications Guide for additional information.
6. The Operator must provide basic career services, which must be made available to all participants. See Technical Specifications Guide for additional information.
7. The Operator must register all services provided, to all participants, indistinctly of the kind of service, on the Participant Record Information System (PRIS).
8. The Operator must implement all policies and guidelines issued by the Local Board regarding hours of operations, dress code, client's service expectations, among others.
9. The Operator must make sure that all partners comply with the Infrastructure Cost Agreements (IFA's) to share the infrastructure costs of the OSC-AJC.
10. The Operator must promote all available services to enroll new eligible participants and voluntary partners. Also, the Operator must promote all services available at the OSC-AJC, including the development of outreach materials. All outreach efforts are to be implemented in collaboration with any resource that the Local Board makes available, without undermining any present or future legal agreement.
11. The Operator must increase client satisfaction thru the development of more efficient service flows, and processes, considering jobseeker's and employer's feedback (Customer Centered Design).
12. The Operator must train its staff.
13. The Operator must cross train all partners' representatives.
14. The Operator must gather, and validate, statistical data that will allow the Local Board to execute multiple actions or strategies. See Technical Specifications Guide for additional information.
15. The Operator must establish a Point of Access in every municipality from the Northwest Local Workforce Development Area, in which the residents can access basic career services, look up job opportunities, draft a resume, and access services from partners that can provide virtual services. These Points of Access do not replace the OSC-AJC. See Technical Specifications Guide for additional information.

The Technical Specifications Guide, section IX(C), states the Operator's responsibilities towards the execution of the Basic Roles and the Specific ones as well, as described above.

On February 10th, 2022, an **optional** pre-bidding conference will take place thru the Microsoft TEAMS platform, at 10:00 am and 2:00 p.m., for all those entities interested in participating in this competitive process. The attendance, or lack thereof, from any interested proponent will not impact their eligibility to file their proposal.

The Technical Specifications Guide is available right from the moment of this publication and must be requested by e-mail at operadorjnoroeste@odlnoroeste.com. Access to the February 10th conference must be requested thru this e-mail address as well. On the Subject Line please write: Competitive Process – One Stop Operator.

Not following the Technical Specifications Guide will be reason enough not to consider the presented proposals. All questions regarding the RFP, or the required documentation, among others, must be sent to operadorjnoroeste@odlnoroeste.com. No questions will be answered by phone or in-person. Questions will only be answered for a period of fourteen (14) calendar days, starting on the date of this publication. Once the RFP closes, no questions will be answered and the proponents must wait for Evaluating Committee to complete the evaluation process, and to issue the notifications letters.

The RFP closes on **March 7th, 2022, at 4:00 p.m.** All proposals must be submitted as described on the Technical Specifications Guide.

Pedro García Morell, Esq.
Chair
Northwest Local Workforce Development Board

We're an equal opportunity employer. All proponents will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.