



Montana Department of LABOR & INDUSTRY

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2 **Division: Workforce Services Division**
3 **Category: WIOA**
4 **Effective Date: TBD**
5 **Last Revised: N/A**
6 **Policy No.: TBD**

7 Service Provider Selection and Provider Agreement Policy

8 **Background:** This policy will provide information on the Workforce Innovation and Opportunity Act (WIOA)
9 service provider selection process and the provider agreements entered into with the selected providers.

10 **Scope:** This policy applies to all service providers operating WIOA Title I, WIOA Title I program manager(s), WIOA
11 fiscal officers and the WIOA monitoring team. This policy is effective (*insert date upon SWIB approval.*)

12 **Policy:**

13 **Service Provider Selection:**

- 14 • Service providers are chosen through the competitive request for proposal process. The Request for
15 Proposal (RFP) process assures that operators and programs are responsive to workforce development
16 needs in each area.
- 17 • The State Procurement Bureau of the Montana Department of Administration manages the RFP process.
18 The RFP process is conducted every five years but the period of time between the RFP process may be
19 extended. Agreements/contracts with the selected providers will be renewed annually during that
20 agreement/contract period based on available funding and successful program performance.
- 21 • The Dislocated Worker program funding will be allocated according to the formula established by US
22 Department of Labor (USDOL). The RFP process will award a single statewide contract for services.
- 23 • The Adult and Youth program funding will be distributed by MACO District according to the formula
24 established by the State Workforce Innovation Board (SWIB). The RFP process will award a single contract
25 for each MACO District and the selection process will allow for single or multiple service providers in each
26 area.

27 **Provider Agreements:**

- 28 • The RFP process will allow for provider agreements with single providers or multiple co-contracting
29 providers. In the case of multiple co-contracting providers, the co-contracting providers through a
30 negotiation process determine the division of awarded funds. The negotiation process will take into
31 account the scope of service and proposed program operating plan; including the planned activities,
32 planned enrollments and estimated costs of career and training services to be delivered.
- 33 • Co-contracting service providers may choose to negotiate a different split of funds with each contract
34 renewal to reflect changes in service delivery; or maintain the same split as the previous contract.