MEETING  September 6, 2016 WIOA Committee

ITEM  One-Stop Certification

ACTION REQUESTED  Action Item

PRESENTED BY  Shannon Lewis, SWIB Program Manager

INFORMATION  WIOA Part 678 outlines the roles, responsibilities, and establishment of One-Stop systems. WIOA’s One-Stop requirements place a greater emphasis on partnerships and strategies necessary to provide services to its customers. In addition, WIOA requires that states use a competitive process to designate a One-Stop Operator for its systems. In order to achieve compliance within the state of Montana, the SWIB will take action on a competitive process in order to select a One-Stop Operator for the State of Montana.

MOTION  Motion to approve the One-Stop Operator competitive process.

SYNOPSIS  The WIOA Committee will review, comment on, and approve the proposed competitive process designed to comply with WIOA § 678.605.

§ 678.605 How is the One-Stop Operator Selected?
   a) Consistent with paragraphs (b) and (c) of this section, the Local WDB must select the one-stop operator through a competitive process, as required by sec. 121(d)(2)(A) of WIOA, at least once every 4 years. A state may require, or a Local WDB may choose to implement, a competitive selection process more than once every 4 years.

   b) In instances in which a State is conducting the competitive process described in paragraph (a) of this section, the State must follow the same policies and procedures it uses for procurement with non-Federal funds.

   c) All other non-Federal entities, including subrecipients of a State (such as local areas), must use a competitive
process based on local procurement policies and procedures and the principles of competitive procurement in the Uniform Guidance set out at 2 CFR 200.320(f) will be read as “sole source procurement” for the purposes of implementing this section.

d) Entities must prepare written documentation explaining the determination concerning the nature of the competitive process to be followed in selecting a one-stop operator.

As the State of Montana is a single-area state, and because Montana’s WIOA funding is distributed through MACo District, there is no money associated with being a designated one-stop operator. Because our one-stop operators do not receive funds, the State of Montana does not need to proceed through a formal RFP process, rather we may follow ARM 2.5.603(1).

ARM 2.5.603: SMAL PURCHASES OR LIMITED SOLICITATIONS OF SUPPLIES AND SERVICES
(1) The division or state agency may procure supplies or services when the total contract value will be $5,000 or less using a purchase technique that best meets the agency’s needs, including the use of electronic online auctions.

Last, because Montana is a single-area state that operates under a single WDB, rather than local WDB’s, it is seeking a one-stop operator with a statewide presence that meets the one-stop operator criteria as designated under WIOA.

Process and Timeline:
9/6/2016 WIOA Committee Review and Approval
9/20/2016 SWIB Review and Approval
10/3/2016 Staff encompasses any board and committee edits and begins developing a scoring metric.
10/10-10/28 WIOA Committee Reviews and Approves final process and scoring metric
11/1/2016 Competitive Process Opens
• SWIB Staff will work with DOL Communications Director on a
press release going to the following:
  - SWIB Interested Persons List
  - DOL Interested Persons List
  - Department of Administration Interested Persons List
  - SWIB Staff will post online at the following websites:
    - SWIB Website
    - Department of Administration Procurement Website
    - Department of Labor main page

1/3/2017 Applications are due

1/9/2017 (week of) WIOA Committee will meet and score applications.

Late January Full SWIB Board Meeting. Approval of the one-stop operator will be approved by the full SWIB.

2/1/2017 Award announcement

**ATTACHMENTS** One-Stop Application
  - Addendum A-Services and Partnerships
  - Addendum B-Business Services
  - Addendum C-Facilities
  - Addendum D-Community Management Teams