



Montana Department of LABOR & INDUSTRY

Division: Workforce Services Division

Category: WIOA

Original Effective Date: 07/31/2017

Last Revised:

Policy No.: 08-17

Service Provider Selection and Provider Agreement Policy

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

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

Policy:

Service Provider Selection:

- Service providers are chosen through a competitive Request for Proposal (RFP) process. The RFP process ensures that operators and programs are responsive to workforce development needs in each area.
- The State Procurement Bureau of the Montana Department of Administration manages the RFP process. The RFP process must be conducted at least every seven years but the period of time between the RFP process may be shortened. Contracts with the selected providers will be renewed annually during that contract period based on available funding and successful program performance.
- The Dislocated Worker program funding will be allocated by local area and according to the formula established by the State Workforce Innovation Board (SWIB). The RFP process will award a single statewide contract for services.
- The Adult and Youth program funding will be distributed by local area and Montana Association of Counties (MACo) District according to the formula established by the SWIB. The RFP process will award a single contract for each MACo District. The selection process will allow for a single service provider in each MACo District for the Youth program and single or multiple service providers in each MACo district for the Adult program.

Provider Contracts:

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