



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

Resolution to Adopt Protocols for Vetting and Contracting with Regional Operators and Youth Service Providers within the Balance of State Workforce Service Area
May 14, 2009

WHEREAS, in accordance with the Workforce Investment Act of 1998 Section 111(d) and Indiana Code 22-4-18.1-3, the State Workforce Innovation Council (SWIC), is established to accomplish certain enumerated functions; and

WHEREAS, the SWIC functions as the Balance of State Workforce Investment Board (covering all Indiana counties except Marion) and must perform enumerated functions in accordance with Section 117(d) of the Workforce Investment Act of 1998, including the selection of one-stop operators and the selection of youth providers for the workforce service area; and

WHEREAS, in accordance with Indiana Code 22-4.5-7-4, Regional Workforce Boards are established to perform certain enumerated duties on behalf of the SWIC, which include the selection regional operators and youth providers through the use of a competitive procurement process.

IT IS THEREFORE RESOLVED, that the SWIC, acting in its role as the Balance of State Workforce Investment Board and fulfilling its duties as enumerated in the above cited code, hereby adopts the following protocols for Regional Workforce Boards to adhere to with regards to vetting and contracting with Regional Operators, serving as one-stop operators, and WIA Title I Youth service providers on behalf of the SWIC.

Contracting with Regional Operators:

- The SWIC Executive Committee will monitor the following process throughout.
- A procurement file for each search will be maintained by the BOS-WIB on behalf of the DWD. The procurement file will contain the RFP, all applications submitted, evaluation and rating of applications, recommendations from other entities as applicable, record of the final board decision and basis for selection, and a copy of approved grant or contract agreement.
- DWD will develop a standard RFP for use in all regions. The RFP will identify the criteria being used to evaluate and rate proposals. Those criteria will be consistent with and promote the policies and priorities adopted by the BOS-WIB.
- Subject to final approval by the SWIC Executive Committee, RWBs will be allowed to add criteria to the RFP to take into account regional sensibilities.
- DWD will let the RFPs on behalf of the SWIC, with all bids returned to DWD.
- Once the bidding deadline is passed, the DWD will transmit bids to the RWBs for review and help them with the vetting process. The evaluation and rating of proposals will be based on the application of the aforementioned criteria and documented in the procurement file. This documentation will be sufficient to demonstrate that the criteria were applied objectively, and that the ratings are factually supported by the fair application of the criteria to the content of the applications reviewed.
- Once vetting is completed and all appeals are resolved, the RWBs will send to the SWIC a letter describing its process, indicating how many candidates were interviewed, naming its recommendation and providing justification for the recommendation.
- The SWIC Executive Committee will review the RWBs recommendations, and if it concurs, will advance the recommendation to the full SWIC for a final vote at its May meeting.

- Once approved by the full SWIC, the contract (a three-way contract between the SWIC, Regional Workforce Board and the regional operator, developed by DWD for statewide use and modified for regional sensibility) will be signed by the chair of the SWIC and attested by the commissioner.
- The BOS-WIB will meet its oversight responsibility in part by receiving and reviewing periodic performance and expenditure reports from grantees and contractors, and will direct that corrective action be taken as appropriate.

Contracting with WIA Title I Youth Service Providers:

- The SWIC Executive Committee will monitor the following process throughout.
- A procurement file for each search will maintained by the on behalf of the BOS-WIB by the DWD. The procurement file will contain the RFP, all applications submitted, evaluation and rating of applications, recommendations from other entities as applicable, record of the final board decision and basis for selection, and a copy of approved grant or contract agreement.
- DWD will develop a standard RFP for use in all regions. The RFP will identify the criteria being used to evaluate and rate proposals. Those criteria will be consistent with and promote the policies and priorities adopted by the BOS-WIB.
- Subject to final approval by the SWIC Executive Committee, RWBs will be allowed to add to the RFP to take into account regional sensibilities.
- DWD will let the RFPs on behalf of the SWIC, with all bids returned to DWD.
- Once the bidding deadline is passed, the DWD will transmit bids to the RWBs, with copies to the Youth Council for review and help them with the vetting process. The evaluation and rating of proposals will be based on the application of the aforementioned criteria and documented in the procurement file. This documentation will be sufficient to demonstrate that the criteria were applied objectively, and that the ratings are factually supported by the fair application of the criteria to the content of the applications reviewed.
- Once vetting is completed, the RWBs will send to the Youth Council a letter describing its process, indicating how many candidates were interviewed, naming its recommendation and providing justification for the recommendation.
- The Youth Council will review the RWBs recommendations, and if it concurs, will advance the recommendation to the full SWIC for a final vote at its May meeting.
- Once approved by the full SWIC, the contract (a three-way contract between the SWIC, Regional Workforce Board and the youth-service provided, developed by DWD for statewide use and modified for regional sensibility) will be signed by the chair of the SWIC and attested by the commissioner.
- The BOS-WIB will meet its oversight responsibility in part by receiving and reviewing periodic performance and expenditure reports from grantees and contractors, and will direct that corrective action be taken as appropriate.

State Workforce Innovation Council:



 Paul Perkins, Chairman

5/14/09

 Date

Attest:



 Teresa L. Voors

5/19/09

 Date