



ÁREA LOCAL MAYAGÜEZ - LAS MARÍAS

PROCEDURE FOR THE EVALUATION, SELECTION, AND CONTRACTING OF INDIVIDUALIZED CAREER SERVICE PROVIDERS ADULT AND DISLOCATED WORKER PROGRAM

I. INTRODUCTION

As part of its functions, the Mayagüez-Las Marías Local Workforce Connection Board (Local Board) is responsible for selecting the providers of the Individualized Career Services corresponding to the Adult and Dislocated Worker Programs. Service providers are evaluated by the Local Board's Service Provider Certification Committee and approved by the Local Board.

Individualized career services will be provided to participants determined to require them to obtain or maintain employment consistent with applicable statutory priorities. The services may be provided by the administering agency or contracted.

II. PURPOSE

This procedure establishes the process for selecting and contracting providers that will offer Individualized Career Services as part of the activities and services of the Adult and Dislocated Worker Programs following the provisions of the WIOA Act and its interpretative regulations.

III. LEGAL BASIS

Workforce Innovation and Opportunity Act (WIOA) Public Act 113-128 of July 22, 2014 - Section 107 (d) (10) (D).

Federal Regulation 20 CFR Vol. 81 Part 679.370 (I) (3) of August 19, 2016;

2 CFR Part 200, "Uniform Administrative Requirement, Cost Principles and Audit

Requirements for Federal Awards."

"Training and Employment Guidance Letter (TEGL) No 19-16 - "Guidance on Services Provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES) as amended by Title III of WIOA for implementation of the WIOA Final Rules."

IV. GENERAL PROVISIONS

1. The Local Board shall approve the Registry of Eligible Providers for Individualized Career Services after receiving the recommendations of the Service Provider Certification Committee attached to the Local Board (Committee).
2. The Individualized Career Services Eligible Provider Registry shall be effective for twenty-four months, corresponding to the period of performance of the program year for which it was approved.
3. All officers involved in evaluating and selecting the Individualized Career Service Providers shall comply with the provisions of the Government Ethics Act, as amended: Act No. 12 of July 24, 1985. Otherwise, the members of the Local Board and the Committee who are not government employees shall comply with the provisions of the Local Board's Operational Regulations ("by-laws").
4. The Committee will be responsible for evaluating the proposals received as part of the competitive selection process, following the criteria established in the Guide of Specifications for the Presentation of Proposals for the Registration of Individualized Career Service Providers (Guide), and the feasibility and quality of the proposal.
5. Proposals scoring 70% or higher are considered suitable for contracting. However, subject to the availability of funds, the committee should recommend those proposals with the highest scores as better meeting the requirements than others.
6. Proposals scoring 69% or less in the evaluation will be rejected.
7. The following factors will be considered in the selection of Individualized Career Service Providers at the Local Board:
 - a. Bidder's experience in the administration of WIOA or similar funds. In those cases, where applicable, it will be determined based on the achievements and results obtained in previously contracted activities. Generally, no contracts will be awarded to suppliers that default on previous contracts. If a Supplier has not complied due to situations beyond its control, its reasons will be evaluated. They will be allowed to be included in the Register if they are valid. In the case of suppliers with no experience, the line will not be considered an evaluation criterion.
 - b. The capacity, experience, and academic preparation of the resources that will work in implementing the proposal will be evaluated. The organizational structure and qualifications of the personnel who will provide the activities will also be evaluated.

- c. Description of activities - The description of activities, justification, general and specific goals and objectives, breakdown of hours per workshop, and others will be evaluated.
 - d. The Proposer's capacity to offer the services in virtual modality while guaranteeing access to the population with functional diversity.
 - e. The provider's ability to serve people with functional diversity and in full compliance with the Americans with Disabilities Act (ADA).
 - f. Reasonableness of Proposed Costs—The reasonableness and allowability of costs will be determined based on the parameters set forth in the WIOA Act and applicable Briefs, as described in Section III of this Procedure.
 - g. Ability to achieve the primary WIOA performance indicators and assess whether the results (achievements) are consistent with the local area performance measures.
 - h. Administrative and financial capacity to provide services - The financial statement or other related documents will be reviewed, as well as all documents requested by the Treasury Department and other federal and state administrative agencies, which are requested from providers, before the formalization of contracts. From the analysis of the documentation, the fiscal and administrative capacity and responsibility of the Supplier will be determined.
 - i. The availability of physical facilities in the area will be evaluated if it has facilities to offer the proposed activities or presents a certification establishing that it has a location available for rent or assignment in the event that it is determined to contract the service.
8. Proposals that do not comply with the provisions of the Guide will not be considered during the evaluation process, and the bidder will be notified in a written communication sent by email. This communication will include why they were not considered and their right to request reconsideration before the Local Board within ten (10) calendar days, counted from receiving the email notification. The confirmation generated by the system will be used as a basis.
 9. The committee will evaluate proposals that comply with the Guidelines. They will use the Individualized Career Services Proposal Evaluation Form designed for this purpose. After the proposals have been evaluated, each service provider will be notified, in writing, of the determination of approval or denial, as appropriate. One notice per proposal evaluated by the Committee and approved by the Local Board will be issued for approved proposals.
 10. Bidders whose proposals are rejected will receive an email notification, which will include a summary of the process and the criteria for which their proposal was not selected. They also have the right to request reconsideration before the Local Board. This reconsideration must be requested within ten (10) calendar days of receipt of the notification. The confirmation generated by the system will be used as a basis.
 11. The reconsideration process is not intended to allow the bidder to amend or correct its proposal. Its purpose is to provide an opportunity for the bidder to demonstrate to the

Committee that it failed in its evaluation of the proposal submitted. No corrections to the points will be accepted.

12. The Local Board Executive Director, or her delegated officer, shall draft the notices for the Board Chairperson's signature and ensure that they are sent to all bidders.
13. For each of three proposals submitted, a charge of One Hundred Fifty Dollars (\$150.00) by cashier's check or money order payable to the Mayagüez —Las Marias Workforce Connection Local Area will be made. The payment shall be delivered to the Local Area Collector, who shall issue a receipt. The receipt shall be presented when the proposals are submitted. Payment(s) made by prospective Service Providers will not be returned. Governmental entities are exempt from this payment.
14. The Local Board will secure and confidentially maintain the proposals (files) and all materials related to the evaluation process. The Local Board will keep the files of the procured proposals. The file shall include the proposal in all its parts and the contract. A copy of the proposal and contract shall be sent to the Finance Office.

V. COMPETITION PROCEDURE FOR SELECTING THE LIST OF INDIVIDUALIZED CAREER SERVICE PROVIDERS

1. The Local Board shall invite those interested in being part of the Registry to a pre-competition meeting through a notice published in a newspaper of general circulation, as well as on the Local Board's web page and any other electronic media (social networks), at least (30) days before the deadline for submitting proposals.
2. The pre-competition meeting will be virtual, through the Microsoft TEAMS platform, to orient those interested in participating in the competitive selection process of eligible suppliers. The administrative officer of the Local Board shall take minutes to record which proposers participated in the meeting. The virtual session shall be recorded, and a roll call - out loud - shall be made for the attendees' records.
3. A copy of the Guide describing the activities to be contracted will be emailed to those interested in becoming Service Providers. The Guide will be available from the moment the Public Notice is published. It will be sent together with the link to the pre-competition meeting.
4. All questions regarding the process, documents, or structure of the proposal must be submitted by email to propuestasjuntalocal@outlook.com within fourteen (14) calendar days following the orientation meeting. No questions will be answered in person or by telephone. Once this period closes, no questions will be answered, and proposers must wait for the evaluations to be completed and the corresponding notifications to be issued. Any updates to this email will be reported at the orientation meeting.
5. At the close of the proposal submission period, the official designated by the Executive Director shall prepare a record of the name of the bidder, date and time of submission

according to the clock of the puncher at the reception desk where the proposal is received, from the bidder, or from the puncher of the internal mail or division where the correspondence is received. The minutes must be drawn up the day following the submission closing. Once completed, it should be forwarded to the Executive Director for further processing.

Bidder Name	Submission Date	Submission Time

6. The Executive Director shall identify and designate between three (3) and five (5) staff members, depending on the need and volume of proposals received, to conduct an initial screening, using the Proposal Screening Sheet, for:
 - a. Identify proposals filed late;
 - b. Identify proposals that do not include all the documents required, following the Guide, for the evaluation stage;
 - c. Identify proposals that do not comply with the submission instructions outlined in the Guide.
7. The minutes should include a description of the process, who did what, and a summary of the submissions received: the number of proposals received, the number of late proposals, a list of items for which proposals were received, items for which only one (1) supplier submitted a proposal, etc. In the same manner, the designated officials shall include in the minutes any irregular situation that may arise, if any, during the screening process.

Bidder's Name	Submission Date	Submission Time Late? Yes or No	Documents Evaluation Phase Complete or Incomplete?	Did it follow Submission Instructions following the Guide? Yes or No	Notes (Include the documents that the Bidder didn't submit, in case it's not complete. If the bidder didn't follow the instructions, state why the bidder failed)

8. The officials shall include the date and time of the screening process's beginning and ending, and all shall sign the minutes described above.
9. If the designated officers are designated after the close of the filing period, they must complete this process within five (5) working days from the date of designation by the

- Executive Director. If the officers are appointed prior to the close of the filing period, they must complete it within five (5) working days following the close of the filing period.
10. Once the review has been completed and the minutes have been drawn up, they must be sent to the Committee with all the proposals received and their attachments.
 11. Upon receipt of the Minutes and the proposals, the committee must validate the screening and order the notification of outright rejection to bidders whose proposals do not meet the previously mentioned criteria. The notification must be made following the provisions of the Guide.
 12. Once the screening process and the notification order have been validated, the Committee will begin evaluating the proposals' content using the Proposal Evaluation Form for Individualized Career Services.
 13. The Committee will be formed by a group of 3 or 5 individuals (odd number). As amended, it will use the Proposal Evaluation Form for Individualized Career Services. The following criteria will be evaluated:

INDICATORS	MAX SCORE ¹
Bidder's experience in the administration of WIOA funds or other similar funds.	10
Capacity, experience and academic preparation of the resources that will work in the implementation of the proposal.	15
Bidder's capacity to offer the activities as established in the Guide and in this Procedure.	30
Bidder's capacity to offer services in virtual modality, while guaranteeing access to the population with functional diversity.	5
Bidder's ability to serve people with functional diversity, in compliance with the ADA.	5
Cost reasonableness of the proposed services.	10
The vendor demonstrates the ability to achieve WIOA's primary performance indicators. ²	5
Administrative and financial capacity to provide services.	15

¹ This means that you can allocate from zero (0) to the maximum allowed per line.

² The Service Provider Certification Committee will consider, under this item, the performance of the bidder in relation to contracts previously awarded under WIOA, either by the ALDL Mayagüez - Las Marías, or by any other Local Workforce Connection Area.

Physical facilities and equipment available to offer the activities. ³	5
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14. The Committee will use the following scale to determine which proposals it recommends for approval:

SCORE	RESULT ON THE RATING SCALE
100-90	HIGHLY RECOMMENDED
89-80	RECOMMENDED
79-70	SUITABLE
69-0	DENIED

Once the Committee completes the evaluation and determines which proposers meet the local board's expectations and needs regarding individualized career services, it shall prepare minutes recording its determinations. These minutes shall be forwarded to the Local Board President, who in turn shall summon the Board to evaluate and ratify the Service Provider Certification Committee's determinations.

15. The Local Board, having ratified the Committee's determinations, shall order the Executive Director to issue the corresponding notifications.

VI. SELECTION AND CONTRACTING OF SERVICE PROVIDER

1. The Career Planners will identify the participants' needs and inform the Interagency Program Coordinator so that a service provider may be selected and contracted.
2. When, based on the participant's needs, the Interagency Program Coordinator determines the activity(ies) to be contracted, and there is only one Service Provider on the List of Eligible Providers for Individualized Career Services, he/she shall select the

³ It will be evaluated if it has facilities to offer the proposed activities or presents a certification in which it establishes that it has premises available for rental or assignment in the event that it is determined to contract the service.

Service Provider, and continue the process established in this Section.

3. When there is more than one Provider for the same service, the Interagency Program Coordinator will request the service, in writing, to the Executive Director, who will select the activity(ies) to be contracted from those included in the List of Eligible Providers for Individualized Career Services. In the request, the following information shall be included: the municipality where the activity will be offered, the number of participants, the service to be offered, and any other relevant information that will allow him/her to select the Provider. The Executive Director, after evaluating the List of Providers and the needs of the participants, as requested, will select the Provider and notify the Interagency Program Coordinator in writing of the selected Service Provider so that he/she may complete the corresponding process resulting in the contracting of the provider.
4. The Interagency Program Coordinator will ensure the following:
5. The Contracting Officer shall request the selected bidder the documents to complete the contracting process. The bidder shall have ten (10) calendar days, counted from the date of notification, to deliver them.
6. The Contracting Officer shall draft the contract, which shall include the agreements between both parties (as informed by the Interagency Coordinator) and the applicable statutory and regulatory provisions within the terms and conditions of said contract.
7. The parties shall execute the contract, which shall be registered in the Contracts Registry of the Office of the Comptroller of Puerto Rico, prior to the commencement of the activity.
8. Performance, which is the object of the contract, may commence once the same has been filed for registration with the Office of the Comptroller under the provisions of Act No. 18 of October 30, 1975, as amended.

VII. PARTICIPANT REFERRAL AND RECRUITMENT

1. Once the contract has been formalized and registered, a copy of the contract and the proposal shall be forwarded to the Program Supervisor or to the official designated to coordinate the recruitment of participants.
2. Once the participants have been recruited, the career planners will be responsible for offering them all the services and activities that correspond to their Employability Plan until and as long as the short—and long-term goals outlined with them are met.
3. As part of their responsibilities, contracted Service Providers will communicate with the Career Planners assigned to the activity to report situations that adversely affect the adult or dislocated worker's participation in the contracted activity. Examples include absences, tardiness, problems adjusting to the group, and other issues that affect the successful completion of the activity. It will be the Career Planner's responsibility to address the situation promptly.

VIII. SAFEGUARDS - SERVICE PROVIDER CERTIFICATION COMMITTEE

The members of the Service Provider Certification Committee, attached to the Local Board, who evaluate the proposals submitted as part of the competitive procurement process, shall:

1. Sign a Certification of Confidentiality and Certification of Non-Conflict of Interest and shall adhere to the same;
2. Not to disclose voting, results, discussions, and other information about the proposals before the proposal's consideration;
3. They may not participate in meetings with the bidders to discuss aspects related to the competition process. They may request information on the content of the proposal to clarify doubts;
4. Thoroughly review the proposals in all their parts;
5. Strictly use the evaluation criteria for which the bidders competed.

IX. ETHICAL STANDARDS

The following standards shall be observed:

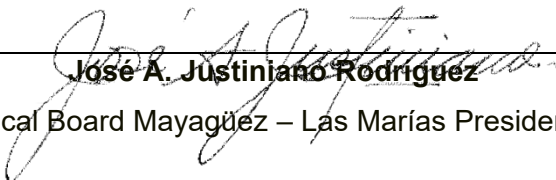
1. Individuals involved in the bidder evaluation process shall be free of apparent or actual conflict of interest;
2. Disclosure of any actual or apparent conflict of interest is mandatory for all parties involved in the competitive procurement process;
3. The information submitted by the bidders and that of the process in general shall be confidential to avoid the use of such information to the advantage of any party involved in the process;
4. No organization that has the task of drafting and/or developing the specifications and requirements related to this process may compete in a competitive procurement process;
5. If at the time the evaluation of proposals begins, a member of the Service Provider Certification Committee becomes aware that there may be a potential conflict of interest, or the mere appearance thereof, concerning any of the bidders, he/she must immediately notify the Chair of the Local Board in writing and withdraw from the evaluation process. The Local Board Chair may appoint a substitute or alternate member to the Service Provider Certification Committee for this process. Once the chairperson is notified of a

possible conflict of interest, real or apparent, he/she shall appoint the necessary resources to replace the member or members of the Service Provider Certification Committee disqualified from fulfilling their role within twenty-four (24) hours to avoid a delay in the work or unnecessary delays.

X. EFFECTIVENESS AND APPROVAL

This procedure was approved by the Mayagüez - Las Marías Local Workforce Development Board at a meeting held on October 30, 2023. It shall become effective immediately and supersedes the Procedure approved on June 3, 2020. In the same manner, it shall also leave without effect any other Procedure or Communication that, in whole or in part, is incompatible with the provisions herein. It shall be the responsibility of the Executive Director to immediately orient the appropriate personnel on the aspects included in this Procedure.

For the record, I hereby sign this Procedure in Mayagüez, Puerto Rico, on the 30th day of October 2023.



José A. Justiniano Rodríguez
Local Board Mayagüez – Las Marías President

October 30th, 2023

Date

CERTIFICATE OF TRANSLATOR

Smile Again Learning Center, Corp., certifies that a fluent translator in English and Spanish translated this document, that the above is a true and correct translation of the original document provided, in our best judgment, the translated text truly reflects the content, meaning, and style of the original text and constitutes in every aspect a complete and accurate translation of the original document. This is to certify the correctness of the translation only. We do not make any claims or guarantees about the authenticity or content of the original document. Further, Smile Again Learning Center assumes no liability for the way in which the translation is used by the customer or any third party, including end-users of the translation. Any translation into another language shall be deemed as reference and the original version shall prevail in any case. A copy of the translation is attached to this certification.

In Isabela, Puerto Rico, June 30, 2024

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