



AMERICAN JOB CENTER

PROCEDURE EVALUATION OF INDIVIDUAL CAREER SERVICE PROVIDERS

I. INTRODUCTION

The Mayagüez- Las Marías Local Labor Development Area (Local Area) was appointed by the Governor of Puerto Rico to develop the management system (SMC) as established in the Workforce Innovation and Opportunity Act (WIOA), approved by the United States Congress of North America, on July 22, 2014.

The Adult and Displaced Worker Programs of the WIOA Law are part of the Programs, administered by the Mayagüez- Las Marías Consortium, an entity that administers the funds of Title 1-B of the WIOA Act in the Local Area.

The Workforce Innovation and Opportunity Act (WIOA) was signed on July 22, 2014, and is designed to help job seekers who can access job offers, education, training, and support services to succeed in the labor market and enable employers to have access to employees with the necessary skills to compete within the global economy. The careers services are one of the activities and services that will be available, as a minimum, in a Single Management Center in the local area. Individualized career services will be provided to the participants, whereby the officials of the Single Management System determine what they require to obtain or maintain a job, consistent with the applicable statutory priorities. The services may be offered by the managing body of the funds or can be contracted.

II. PURPOSE

The purpose of this procedure is to establish the process of selection and contracting of the individualized Career Service Providers that will offer such services as part of the activities and services of the Adult and Displaced Worker Programs within the Local Area, in accordance with the provisions of the WIOA Law and its Regulations.

III. LEGAL BASIS

Workforce Innovation and Opportunity Act (WIOA) Public Law 113-128 of July 22, 2014.

Federal Regulation 20 CFR Part 680.150 and 680.160 of August 19, 2016.

Individualized Career Service Providers

2 CFR Parts 200 and 2900, "Uniform Administrative Requirement, Cost Principles and Audit Requirements for Federal Awards," December 19, 2014.

"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" of March 1 , 2017

"Training and Employment Guidance Letter" (TEGL) No 16-16 - "One Stop Operation Guidance for the American Job Center Network" of January 18 , 2017

IV. GENERAL PROVISIONS

1. The Local Board for Labor Development Mayaguez - Las Marías (Local Board), will approve the List of Eligible Providers for the Individualized Career Services that is determined to contract, after receiving the recommendations of the Evaluation Committee of Service Providers, attached to the Local Board.
2. The managing body of the funds will select the Provider that will offer the activities to be contracted, from those included in the List of Eligible Providers for Individualized Career Services.
3. The Evaluation Committee of Service Providers, attached to the Local Board, will be responsible for evaluating the proposals received, as part of the competitive procurement process .
4. All employees of the Local Area involved in the process of evaluation and selection of the Activity Provider must comply with the provisions of the Government Ethics Act and its amendments: Law Num. 12 of 24 July 1985. Failing that, the members of the Local Board and the Evaluation Committee of Service Providers, attached to the Local Board, who are not government employees, will comply with the provisions of the Regulations of the Local Board.
5. As a policy for the selection of individualized Career Service Providers, the following factors will be considered:
 - a. Experience in similar activities - It will be determined, in those cases in which it applies, based on the achievements and results obtained in previously contracted activities. As a general rule, you will not contract with Suppliers who have breached previous contracts. If any Activity Provider has not complied, due to situations beyond its control, the reasons will be evaluated and if they are valid, they will be given an

opportunity and will proceed to include them in the Registry.

- b. Qualifications of the Staff offering the activities - The organizational structure and qualifications of the staff offering the activities will be evaluated .
 - c. Description of the activities - The description of the activities, justification, general and specific goals, and objectives will be evaluated, as well as it will be evaluated if the results (achievements) are in alignment with the execution methods of the local area.
 - d. Cost of activities - It will be evaluated if you present a detailed description of the cost of the proposed activities.
 - e. Reasonableness of cost - It will be determined if the costs are reasonable and permitted, based on the parameters established in the Law and in the corresponding Memorials, as described in Section III of this Procedure.
 - f. Economic Solvency and Fiscal and Administrative Responsibility - The financial statement or other related documents will be reviewed, as well as all the documents requested by the Department of Finance and other Federal and state administrative entities, prior to the formalization of contracts. From the analysis of the documentation, the fiscal and administrative capacity and responsibility of the Supplier will be determined.
 - g. Availability of physical facilities in the area - it will be evaluated if it has facilities to offer the proposed activities or presents a certification confirming that it has a place available for rent or cession.
6. After the proposals are evaluated, a written communication of approval or denial will be issued, as appropriate, to each service provider for each

application evaluated by the Evaluation Committee of Service Providers, attached to the Local Board, and approved by the latter. Proposals that are denied will be sent a letter in which a summary of the process and the criteria for which it was not selected and their right to request a reconsideration before the Local Board, within a term of thirty (30) days will be sent, after the notification has been received by registered mail with acknowledgment of receipt.

V. PROCEDURE FOR THE LIST OF INDIVIDUALIZED CAREER SERVICE PROVIDERS

1. The Local Board will invite, by means of an announcement published in a newspaper of general circulation, as well as on the electronic webpage of the Local Area, to the prospects of suppliers of activities to submit proposals, with at least thirty (30) days of anticipation to its closing date.
2. The activities to be hired are aimed at offering individualized Career Services to adult participants and displaced workers, residents in the municipalities that comprise the Local Area. The list of activities and services included in this section is not exhaustive, and other strategies of a similar nature can be considered.
 - a. Short-term pre-vocational services in which the following skills are developed:
 - i. Development of learning skills:

1. Critical thinking: analyze, discuss situations, classify, compare, or contrast, define, describe, evaluate, explain, solve problems, follow-up cause and effect.
 2. Creative thinking: exchange of ideas, creativity, design, improvise, innovate, solve problems, search for information.
 3. Communication: talk to clients on the phone or in person, evaluate messages, know how to listen, teamwork, give verbal or written instructions, participate in the negotiation process, make group presentations.
 4. Collaborate: work distribution, decision making, delegate, evaluate, set goals, leadership, time management, conflict resolution, teamwork
- ii. Interviews: development of the following skills: physical appearance, expressive body, honesty, knowledge of the company, simulated interviews.
- iii. Professional conduct: commitment to the development of activities in a correct and honest manner.

The development of these skills is aimed at preparing individuals to unsubsidized employment or training.

b. Financial Literacy Services - Activities aimed at adults and displaced workers to develop the basic skills related to the establishment and operation of a business. Some of these can be:

- i. Prepare the household budget, initiate savings plans, and make informed financial decisions regarding the financing of education, home purchases, retirement plans, and others
- ii. Use and management of credit and debit cards

- iii. Credit reports and as well as how to correct credit problems
 - iv. Learn about other financial products available in the market
- c. Spanish language skills: writing letters, memoranda, reports, manuals, and procedures in Spanish.
- d. English language skills: speaking in English, writing letters, memoranda, reports, manuals, and procedures in English.
- e. Skills in mathematics: proficiency in basic arithmetic (addition, subtraction, multiplication, division, percentages, and others), measurements or weighing, more advanced mathematical calculations (financial analysis, accounting, statistical analysis).
- f. Computer skills: use of the Internet and e-mail, use of word processors, use of spreadsheets and data bank management, use of specialized computer programs
- g. Learn the English language through education and training programs.
- h. Customer service: services offered by companies to interact with customers. That the participant who is in contact with the client ensures their total satisfaction. That customer service is a concept of work and a way of doing things. It is necessary to develop the necessary skills to equip them with the knowledge and stimulate the attitude of service. The competences are service orientation and customer orientation.
3. The Service Provider Evaluation Committee, attached to the Local Board, will evaluate the Providers that request to be included in the List of Eligible Providers for individualized career services for the corresponding Program Year. It is recommended that the Committee be a group of 3 or 5 people (numbers nones). To do this, you will use the Activity Provider Evaluation

form, as amended. It will be evaluated, based on the following criteria:

INDICATORS	MAXIMUM SCORE
Experience in similar activities	10
Qualifications of the staff who will offer the activities	15
Description of projected activities and target achievements	30
Description of the cost of the activities to be offered	10
Reasonableness of cost	10
Supplier's Economic Solvency and Fiscal and Administrative Responsibility	15
Physical facilities and equipment available to offer the activities	10

4. The Evaluation Committee of Service Providers, attached to the Local Board, will refer its recommendations to the President of the latter for the corresponding procedure before the Local Board.
5. The recommendations will be submitted to the Local Board for evaluation and final determination.
7. After the proposals are evaluated, a written communication is issued, of approval or denial, as appropriate, to each service provider for each request evaluated by the Evaluation Committee of Service Providers, attached to the Local Board and approved by the latter. Proposals that are denied will be sent with a letter in which a summary of the process and the criteria by which it was not selected and state their right to request a reconsideration before the Local Board , within a term of thirty (30) days after you they received the notification by registered mail with acknowledgment of receipt.
8. After the List of Eligible Providers for Professional Services is approved, the Executive Director will be sent to be available for the corresponding actions. This will be no later than July 1 of each Program Year.

VI. CONTRACTING

1. The List of Eligible Providers for Individualized Career Services will be selected from the List of Providers eligible for Career Services, the Provider or Providers who will offer the activities.
2. When there is more than one Provider, for the same service, it will refer to the Evaluation Committee attached to the administrative entity to make the determination. To do this, they will use the "**Evaluation Form of Activity Providers**". Once the process is complete, it will be sent to the Executive

Director for certification.

3. Once the Supplier that will offer the activities is selected, it will proceed to meet to discuss the scope of the activities to be contracted. Costs and the terms included in the proposal cannot be negotiated as this is contrary to the competition process.
4. After the activities to be contracted are determined, the Contracting Officer will be requested to draft the contract that will include the agreements between both parties and the applicable regulatory and legal provisions within the terms and conditions of said contract.
5. The parties will sign the contract, prior to starting the activity.
6. The registration of the Contract will be made within fifteen (15) consecutive days, following the date of granting the same or following the date of the amendment, agreement, determination, constancy, or action that terminates it.
7. No benefit covered by the contract may begin until it has been submitted for registration with the Office of the Comptroller in accordance with the provisions of Law Num. October 18, 30, 1975, as amended.

VII. REFERRAL AND RECRUITMENT OF PARTICIPANTS

1. Once the contract has been formalized and registered, it will be referred to the Single Management Center or Satellite Office to coordinate the recruitment of the participants. It will ensure that its applies or requests the funds and other requests as determined by the Finance Office.
2. Once the participants have been recruited, it will be the responsibility of the Career Planners to offer the participants all the services and activities that correspond to them based on their Employability Plan, until such time as the short- and long-term goals outlined with the participant are met.

VIII. EVALUATION COMMITTEE

The Evaluation Committee (Local Board and Fund Management Body) that will review and consider the proposals that are submitted as part of the competitive acquisition process must:

- a. Sign a certificate of Confidentiality and Certification regarding No Conflict of Interests and must adhere to it.
- b. Do not disclose the votes, results, discussions, and other information of the proposals before your consideration.
- c. They may not participate in meetings with proponents to discuss aspects related to the competition process.
- d. Keep proposals and all material related to the evaluation process safe and confidential.
- e. Thoroughly review the proposals in all their parts.
- f. The evaluation criteria for which the proponents competed will be strictly used.


IX. ETHICAL STANDARDS

The following rules shall be observed :

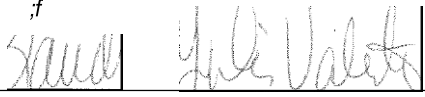
- a. The people involved in the supplier evaluation process will be free of apparent or real conflict of interest.
- b. It is mandatory to disclose any conflict of real or apparent interest, to all parties involved in the competitive procurement process.
- c. The information submitted to the proponents and of the process in general will be confidential in order to avoid the use of such information for the benefit of any party involved in the process.
- d. No organization that has the task of drafting and/or developing the specifications and requirements, or evaluating the proposals, may compete in a competitive procurement process under said process.

X. VALIDITY

This procedure will begin to take effect after its approval by the Local Board. It shall be the responsibility of the Executive Director to inform the staff, in connection with this Procedure, within fifteen (15) days after its approval.



ANGEL SAN MIGUEL HERNANDEZ
President of the Local
Labor Development
Board

F
;f


SandraJ. Díaz Valentín
Secretary Local Labor
Development Board

_____ *1*
- 177 Uft; - 2017 |
DATE