



LOCAL AREA
LABOR DEVELOPMENT

MAYAGUEZ/ LAS MARÍAS

AMERICAN JOB CENTER

PROCEDURE FOR YOUTH PROGRAM ACTIVITIES PROVIDERS EVALUATION

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 Youth Program of the WIOA Act, is one 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 became effective on July 1, 2015. It is designed to help job seekers who can access job offers, education, training, and support services to succeed in the labor market and that employers in turn have access to employees with the necessary skills to compete within the global economy.

In the particular case of Youth (14 to 24 years) the WIOA Act ratifies the commitment of the Federal Department of Labor (DOL) to provide high quality services for Youth. It establishes a sequence of services, starting with the exploration of careers and professional orientation, support to improve the level of education and the

development of skills in industries and / or occupations in demand culminating in obtaining a job or that the young person enrolls in a post-secondary education institution.

II. PURPOSE

The purpose of this procedure is to establish the process of selection and contracting of the Suppliers of Activities aimed at the youth of the Local Area, in accordance with the provisions of the WIOA Act and its Regulations.

III. LEGAL BASIS

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

Federal Regulation 20 CFR Part 681 of August 19, 2016.

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

"Training and Employment Guidance Letter" (TEGL) No. 10-16 Performance Accountability Guidance for WIOA Title I, II, III and IV Core Programs, issued by the Federal Department of Labor's Training and Employment Administration.

"Training and Employment Guidance Letter" (TEGL) No 1-15. "Operations Guidance Regarding the Impact of WIOA on Waivers approved under WIA, issued by the Federal Department of Labor's Training and Employment Administration.

"Training and Employment Guidance Letter" (TEGL) No 8-15. "Second Title I WIOA Youth Program Transition Guidance, issued by the Federal Department of Labor's Training and Employment Administration.

"Training and Employment Guidance Letter" (TEGL) No 21-16 "Third WIOA, Title I Youth Formula Program Guidance", issued to the Training and Employment Administration of the Federal Department of Labor.

IV. GENERAL PROVISIONS

1. The Local Board of Labor Development Mayagüez - Las Marías (Local Board), will approve the List of Eligible Suppliers for Youth Activities, after receiving the recommendations of the Youth Committee, attached to the Local Board.
2. The managing body of the funds will select the Supplier that will offer the activities to be contracted, from those included in the List of Suppliers Eligible for Youth Activities.
3. The Suppliers of Activities to Youth, to be contracted, are selected through competitive basis.
4. The Youth Committee or, failing that, the Committee that is appointed, will be responsible for evaluating the proposals received, as part of the competitive acquisition process.
5. 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 Youth Committee, who are not government employees, will comply with the provisions of the Local Board Regulations.
6. As a policy for the selection of the Suppliers for Youth Activities, in the Local Board, 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 comply, for situations beyond their control, proceed to evaluate their reasons and if they are valid you may give an opportunity and 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 if the results (achievements) are consistent with the implementation measures of the local area.
- d. Cost of activities - It will be evaluated if a detailed description of the cost of the proposed activities is provided.
- 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 all the documents requested by the Finance Department and other federal and state administrative entities, prior to the formalization of the 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 deliver the proposed activities or provides a certification that confirms it has a place available for rent or cession.

7. 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 Youth Committee and approved by the Local Board. Proposals that are denied will include a letter in which a summary of the process and the criteria for which it was not selected and stating the right to request a reconsideration before the Local Board, within a term of thirty (30) days after they have received the notification through certified mail with acknowledgment of receipt.

V. PROCEDURE FOR THE LIST OF ACTIVITY PROVIDERS

1. The Board will invite, by means of an announcement published in a newspaper of general circulation, as well as via the electronic webpage of the Local Area, to the potential service suppliers of activities, to submit requests for services (proposals), with at least thirty (30) days in advance of its closing date.
2. The activities to be hired are aimed at activities for young people in and out of school, from 14 to 24 years of age, residents in the municipalities that comprise the Local Area.
3. The strategies to be used will be designed according to the individual needs of each young person. The activities to be hired are the following:
 - a. Tutor - Workshops aimed at improving study skills, instruction, dropout prevention strategies, and recovery strategies that lead to completion of the requirements of a high school diploma or its equivalent (including a recognized certificate of attendance or similar document for young people with disabilities) or for a recognized post-secondary credential. Included in this tutoring activity are training in study skills and training leading to a high school diploma .
 - b. Alternative Secondary Education Services - Services aimed at training

young people in basic educational skills, individual academic instruction, and English as a second language. These services are aimed at participants, who dropped out of high school, in order to enroll in a non-traditional school and complete the fourth year of high school.

- c. Occupational component for work experience activities with or without pay. It can be offered concurrently or sequentially with the work experience; contextual learning that accompanies the work experience. It includes the information necessary to understand and work in specific industries or occupations. It is requested to present workshops, individual, for occupations such as receptionists, retail sales, occupations related to health, customer services in offices and tourist places, among others. The workshops will have a minimum of **30 hours**. The Supplier to be contracted will offer the activities according to the participants for the work experiences, in their different modalities. It will be throughout the year and in all the municipalities that make up the local area.

- d. Educational activities offered concurrently with the same context of activities and services aimed at preparing the workforce. Preparatory activities for training for a specific occupation or a conglomerate thereof. It refers to activities that help the individual to acquire:
 - i. Basic academic skills
 - ii. Critical thinking skills
 - iii. Digital literacy
 - iv. Self Empowerment
 - v. Teamwork
 - vi. Appropriate use of educational resources
 - vii. Skills aimed at an effective transition to complete post-secondary education, training, or employment

- e. Leadership Development Activities - Activities that foster, but are not limited to, the following: responsibility, trust, self-determination, employability, and other positive social habits. The following will be emphasized, among others:
 - i. Exposure to post-secondary education opportunities.
 - ii. Community projects that result in the development of skills.
 - iii. Workshops aimed at young people working as a team.
 - iv. Decision-making and prioritization.
 - v. Development of life skills such as: work behavior, budget management, responsible parenting, and others.
 - vi. Participation in youth and community organizations.

Several values and social habits can be developed in the same workshop. The hours of the activity will adequately cover the selected topics and they will benefit the participant; that is, the activity is a significant one.

- f. Adult Mentoring - It is a service strategy that involves sustained contact between an adult considered a model in society and a young participant who needs support to achieve professional, occupational, social, or personal, academic, and occupational goals. It will include structured activities in which the mentor guides and encourages the development of competence and the character of the participant. It may be offered during the participation period or as a follow-up activity. It must last at least twelve (12) months.
- g. Financial education and literature - Through workshops, develop in the participants the skills and abilities related to:

- i. Prepare the household budget
- ii. Make informed financial decisions regarding the financing of education, home purchases, retirement plans and others
- iii. Use and management of credit and debit cards
- iv. Credit reports and how to correct credit problems
- v. Learn about other financial products available in the market
- vi. Educate young people about identity theft, how to protect yourself and how to identify it. Understand your rights and protections related to your personal identity and financial data
- vii. Other approaches that help participants gain knowledge, skills, and confidence, make informed financial decisions that allow financial stability using age-appropriate and relevant strategies, including timely and personalized information, guides, tools, and training.

The hours of the activity will adequately cover the selected topics and they will benefit the participant; ensure the activity is a significant one.

- h. **Business Skills Training** - Activities aimed at young people developing the basic skills related to the establishment and operation of a business.

Some of these can be:

- i. Know what a business is, the role of the owner, weaknesses, strengths
- ii. Identify business opportunities
- iii. Decision making
- iv. Prepare budgets and project the resources that are needed
- v. Understand the options for accessing capital and the compensation associated with each option
- vi. Effective communication and effectively marketing your ideas.

The hours of the activity will adequately cover the selected topics and they will benefit the participant; make sure the activity is a significant one.

- i. Other activities other than those described here may be contracted, if necessary, with the recommendation of the Youth Committee and the consent of the Local Board.

- 4. The Youth Committee will evaluate the Suppliers who request to be included in the List of Eligible Suppliers for Youth Activities for the corresponding Program Year. It is recommended that the Committee be a group of 3 or 5 people (uneven numbers). To do this, use the Activity Provider Evaluation form, as amended. The following criteria will be evaluated:

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

- 5. The Youth Committee will refer its recommendations to the President of the Local Board for the corresponding procedure before the Local Board.
- 6. The recommendations will be submitted to the Local Board for evaluation and final determination.

8. 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 Youth Committee and approved by the Local Board. Proposals that are denied will include a letter in which a summary of the process and the criteria for which they were not selected and their right to request a reconsideration before the Local Board, within a term of thirty (30) days after they have received the notification for certified mail with acknowledgment of receipt.
9. After the List of Eligible Suppliers for Youth Activities is approved, it will be sent to the Labor Development Program attached to the Department of Economic Development and Commerce, on the date that the latter stipulate.
10. A copy of the List of Eligible Suppliers for Youth Activities will be sent to the Executive Director and the Director of the Single Management Center so that it is available for the corresponding actions. This will be no later than July 1 of each Program Year.

VI. CONTRACTING

1. The Supplier(s) offering the activities will be selected from the List of Suppliers Eligible for Youth Activities.
2. When there is more than one Supplier, 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, 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 service which is the subject of the contract may begin until the contract has been completed, has been filed for registration with the Office of the Comptroller in accordance with the provisions of Act 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 Director of the Single Management Center to coordinate the recruitment of the participants. It shall ensure that it requests for funds and other requests as determined by the Finance Office.
2. Once the participants are recruited, it will be the responsibility of the Career Planners to offer the participants all the services and activities that correspond to the basis of 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 the No Conflict of Intereses and must adhere to it.
- b. Do not disclose the votes, results, discussions, and other information of the proposals before your consideration.
- c. They will not be able to participate in meetings with the 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 were strictly used for which the proponents competed.

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 by the proponents and that 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.

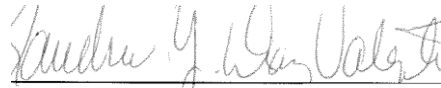
X. VALIDITY

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.



Ángel San Miguel Hernández
President of the Local
Board of Labor
Development

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Sandra Y. Díaz Valentín
Secretary of the Local Labor
Development Board

15 - abril - 2017

DATE