
DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 15-13

Daryl Bassett, Director

June 15, 2016

TO: Local Workforce Development Area Administrators

SUBJECT: WIOA One-Stop Operator Procurement Deadlines

1. **Purpose:** To provide information regarding the one-stop operator competitive selection process.
2. **Reference:** Uniform Guidance 2 CFR § 200.317-329 and WIOA Section 121(d)(2)(A)
3. **General Information:** The Workforce Innovation and Opportunity Act (WIOA) requires that all one-stop operators be designated or certified through a competitive process no later than June 30, 2017. Local Workforce Development Boards (LWDBs) must have general procurement requirements in place when competitively procuring items or services such as the one-stop operator. LWDBs must conduct the procurement of a one-stop operator in a manner consistent with the competitive procurement standards as outlined in 2 CFR §200.317-326. All procurement transactions must be conducted using a competitive process. The LWDB also must document the procurement procedures to reflect the standards outlined in the Uniform Guidance to ensure fairness and objectivity throughout the process.
4. **Action Required:** LWDBs must develop a written plan for how the one-stop operator will be procured, using a competitive selection process, by June 30, 2017. This plan must be in place no later than June 30, 2016. The LWDB must document the procurement procedures to reflect the standards outlined in the Uniform Guidance and to ensure fairness and objectivity throughout the process. Once the final rule is issued, it will contain further guidance for implementation of the WIOA one-stop operator competition requirements, and the U.S. Department of Labor will provide further written guidance and technical assistance. The plan can be updated, if necessary, once the final WIOA federal regulations have been issued.

Local workforce development boards shall develop a written plan and send an electronic copy to the Arkansas Department of Workforce Services at wioa@arkansas.gov no later than June 30, 2016. The plan at a minimum should include:

- How will the local board be involved in the procurement and selection process?
- What committee or committees of the board will be involved?
- How will your partners be involved in the procurement and selection process?
- Who will prepare the request for proposal or request for qualifications document?

- Who will issue the request for proposal or request for qualifications document?
- What is your tentative timeline for procurement of the one-stop operator?
- How will you prevent any conflict of interest in the procurement and selection process?

5. **Inquiries**: For inquiries, please email wioa@arkansas.gov

6. **Attachments**: One-Stop Operator Procurement Under WIOA

7. **Expiration Date**: July 1, 2017