Resolution to Adopt Protocols For Vetting and Contracting with Regional Operators and Youth Service Providers For the Workforce Investment Board serving Regions 5, 8, 9, and 11

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

WHEREAS, the Workforce Investment Board serving regions 5, 8, 9, and 11 must perform enumerated functions in accordance with Section 117(d) of the Workforce Investment Act of 1998, as amended, 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 Workforce Investment Board, which include the selection of regional operators and service providers through the use of a competitive procurement process; and

WHEREAS, the Department of Workforce Development is the Fiscal Agent for Regional Workforce Boards serving 5, 8, 9, and 11.

IT IS THEREFORE RESOLVED, that the Workforce Investment Board for Regions 5, 8, 9, and 11, fulfilling its duties as enumerated in the above-cited code, hereby adopts the following protocols for Regional Workforce Boards 5, 8, 9, and 11 with regards to vetting and contracting with Regional Operators, serving as one-stop operators, and Workforce Investment Act Title I Youth service providers.

Contracting with Regional Operators:

- The Executive Committee of the Workforce Investment Board serving regions 5, 8, 9, and 11 will monitor the following process throughout for adherence to protocol.
- The Department of Workforce Development has developed a standard Request for Proposal.
- Regional Workforce Boards are allowed to add to the Request for Proposal to take into account regional sensibilities.
- The Workforce Investment Board serving regions 5, 8, 9, and 11 will issue the Request for Proposal, with all bids returned to the Department of Workforce Development serving as Fiscal Agent.
- Once the bidding deadline is passed, the Department of Workforce Development will transmit proposals to the Regional Workforce Boards for review, and assist them with the vetting process.
- Once vetting is completed, the Regional Workforce Board will send a letter to the Workforce Investment Board describing its process, indicating how many

candidates were interviewed, naming its recommendation, and providing justification for the recommendation.

- The Executive Committee of the Workforce Investment Board will review the Regional Workforce Board recommendation, and, if it concurs, will advance the recommendation to the full Workforce Investment Board for a final vote.
- Once approved by the full Workforce Investment Board, a three party contract will be signed by the chair of the Workforce Investment Board, the chair of the Regional Workforce Board, and the Regional Operator.

Contracting with Workforce Investment Title I Youth Service Providers:

- The Workforce Investment Board Youth Committee will monitor the following process throughout.
- The Department of Workforce Development will develop a standard Request for Proposal for use in all regions.
- Regional Workforce Boards will be allowed to add to the Request for Proposal to take into account regional sensibilities.
- The Department of Workforce Development will issue the Request for Proposal with all bids with all bids returned to the Department of Workforce Development as Fiscal Agent.
- Once the bidding deadline is passed, the Department of Workforce Development as Fiscal Agent will transmit bids to the Regional Workforce Boards for review and assist them with the vetting process.
- Once vetting is completed, the Regional Workforce Boards will send a letter to the Workforce Investment Board naming its recommendation and providing justification for the recommendation.
- The Workforce Investment Board Youth Committee will review the Regional Workforce Board's recommendations, and if it concurs, will advance the recommendation to the full board for a final vote.
- Once approved by the full Workforce Investment Board, a three party contract (developed by the Department of Workforce Development for statewide use and modified for regional sensibility) will be signed by the chair of the Workforce Investment Board, the Chair of the Regional Workforce Board, and the Youth service provider.

Workforce Investment Board for Regions 5, 8, 9, and 11

Chair

7/19/11

Date