

WIOA One-Stop Operator Key Messages 6/19/17

- Under the Workforce Innovation and Opportunity Act (WIOA), Regional Workforce Development Boards with the agreement of the chief elected officials are required to use a competitive process for the selection or designation of a One-Stop Operator for the system every four years
- The competitive process is intended to promote the efficiency and effectiveness of One-Stop Operators by providing a mechanism for Regional Workforce Development Board to examine performance and costs against original expectations
- WIOA requires that all One-Stop Operators be selected or designated through a competitive process
- WIOA defines that a One-Stop Operator is a public, private or nonprofit entity or a consortium of entities that include at a minimum three or more of the required one-stop partners
- The One-Stop Operator is responsible for coordinating the service delivery of participating one-stop partners and service providers
- The Workforce Development Board and the chief elected official may authorize another entity to perform the designation or certification of a One-Stop Operator
- Iowa has not conducted its competitive process for One-Stop Operator selection and needs to move efficiently to meet deadlines outlined by the U.S. Department of Labor
- To streamline the process, IWD advises Regional Workforce Development Boards and chief elected officials to authorize IWD to perform this function
- The deadline for WDB and CEO Board action is June 29, 2017. If the WDB and CEO Board do not take action on or before June 29, 2017, IWD will move forward with the selection of a one-stop operator for the region.
- The meeting can be a conference call if the notice is posted at least 24 hours prior to the meeting start time and includes the agenda item “to vote to authorize Iowa Workforce Development to designate or certify a One-Stop Operator,” conference call information and a physical location where the public can participate in the conference call (i.e. the local Iowa *WORKS* center)

- After the vote is held, the chairperson of each Region Workforce Development Board and Chief Elected Official Board will send a letter via email to IWD Director Beth Townsend authorizing IWD to select a One-Stop Operator on its behalf
- Should there be questions about this process, IWD is holding three conference calls to provide clarification:
 - Tuesday, June 20, 2017 at noon
 - Wednesday, June 21, 2017 at noon
 - Thursday, June 22, 2017 at noon
 - Dial in number: 1.866.685.1580
 - Conference Code: 992.325.4296
- Upon receiving the authorization from the 15 Workforce Development Boards and Chief Elected Officials Boards, IWD will post a bid by June 30, 2017, for entities to be selected as a One-Stop Operator

About the RFP

- The One-Stop Ooperator procurement will be done on the basis of IWD administrative districts.
- The total amount awarded will not exceed \$150,000 for a one year time period with a second year option, given that reporting measures and performance obligations (to be determined) are met

IWD WIOA OSO Communication Timeline

DATE	WHO FROM IWD	TASK
June 15	Ben, Myron and Courtney	<ul style="list-style-type: none"> Talk to WIOA Core Partners about RFP process at regular meeting
June 15	Ben and Myron	<ul style="list-style-type: none"> Call legislative members of the IWD State Board
June 15	Ben and Shelly	<ul style="list-style-type: none"> Send email to 15 board chairs and attach guidance for RFP process
June 20-22	Shelly	<ul style="list-style-type: none"> Schedule conference calls to answer questions about the process and send out communication
June 29	Shelly and Ben	<ul style="list-style-type: none"> Confirm receipt of letters from each regional board
June 30	Ben	<ul style="list-style-type: none"> Send RFP to Iowa Department of Administrative Services (DAS) for approval and posting
June 30	Ben and Courtney	<ul style="list-style-type: none"> Send email to 15 board chairs thanking them for their help and confirming the bid is with DAS
July 25-August 1 (tentative)	Ben, Courtney, Myron, Ryan, Alex Harris, Kenda Jochimsen, Keri Osterhaus, IWD District Manager Representative	<ul style="list-style-type: none"> Review and score RFPs
August 5	Ben and Courtney	<ul style="list-style-type: none"> Send Notice of Intent to Bid
August 20	DAS	<ul style="list-style-type: none"> 10 day appeal
August 31	Ben	<ul style="list-style-type: none"> Announce winning bid