



One-Stop Operator Procurement Attestation

Local Workforce Innovation Board

Local Workforce Innovation Area

One-Stop Operator Procurement Attestation

Instructions – The LWIB must complete this form. The LWIB chair and local CEO must sign and date the last page to attest the procurement of the One-Stop Operator was done in compliance with WIOA and corresponding regulations, the Uniform Guidance, TEGL 15-16, and conflict of interest policies of both the state and the LWIB.

The completed form must be submitted by May 31, 2017 to:

One-Stop Operator Procurement Attestation
Illinois Department of Commerce and Economic Opportunity
Office of Employment and Training
500 East Monroe Street
Springfield, Illinois 62701

Name of LWIB

Mailing Address

City, State

Zip

Individual Completing Form:

Contact Person

Contact Person's Phone Number

Date of Submission

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Written Policies and Procedures:

1. The LWIB developed written general and one-stop operator specific procurement policies and procedures which are consistent with the Uniform Guidance 2 CFR 200, outlined a timetable to ensure that the selection of a one-stop operator through a competitive process is conducted every four years, and addressed the settlement of all contractual and administrative issues arising out of procurements, such as protests, appeals, and disputes.

Yes No

2. The LWIB prepared for the competition by conducting market research, such as researching organizations locally that perform similar functions to one-stop center operator; sending out an RFI; and conducting a cost and price analysis.

Yes No

3. The LWIB chose to establish additional roles for the one-stop operator (check all that apply):

- Being the primary provider of services within the center;
- Providing some of the services within the center;
- Coordinating service providers within the center and across the one-stop system;
- Coordinating service delivery in a multi-center area, which may include affiliated sites.

4. The LWIB chose to contract with a separate and independent outside entity to conduct part of, or the entire one-stop operator competition.

Yes No

5. If an outside entity conducted the procurement process, please enter the entity name below.

6. The outside entity is an independent organization that is capable of exercising professional and ethical judgment.

Yes No N/A

7. The outside entity has submitted a conflict of interest statement.

Yes No N/A

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Methods of Procurement for Competitions:

8. LWIBs or outside entities are required to use the methods of procurement described at 2 CFR 200.320 when selecting a one-stop operator. The following method of procurement was used:

Competitive Sole Source

Full and Open Competition:

9. All procurement transactions were conducted using full and open competition.

Yes No

10. The procurement was widely disseminated and communicated the upcoming procurement opportunity in a manner that cast a wide enough net to attract a reasonable number of bidders or offerors.

Yes No

11. The procurement allowed adequate response time for receipt of bids or proposals from the date of issuance of a solicitation.

Yes No

12. Pre-qualified lists are current and include enough qualified sources to ensure open and free competition and did not preclude bidders and offerors from qualifying during the solicitation period.

Yes No

13. Situations that restrict the competitions such as placing unreasonable requirements on firms in order for them to qualify and others listed at 2 CFR 200.319(a) were not included in the procurement competition.

Yes No

14. The LWIB or an outside entity included a brief questionnaire in its RFP or IFB asking each organization to explain why it will or will not submit a proposal or bid.

Yes No

15. The LWIB conducted bidders' conferences during this time to answer questions about the specifications in the publicized solicitation.

Yes No

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Written Standards of Conduct:

16. The LWIB developed written standards of conduct as outlined in 2 CFR 200.318 and 200.319 which include: the requirement that persons and entities involved in the competitive process are free of apparent or real conflicts of interest; the process for recusal of individuals or organizations that are members of the board who disclose a real or apparent conflict of interest; a description of the use of firewalls to mitigate conflict of interest; the confidential manner in which the offerors/bidders proposals are kept; and no potential entity that may compete under the procurement developed or drafted specifications, requirements, statements of work, RFPs or IFBs, or evaluated proposals.

Yes No

17. The entire procurement process was performed under a process that promotes transparency and responsibility from the planning phase to the close-out phase.

Yes No

18. Consistent with the LWIB's recusal policies and WIOA Section 107(h), the LWIB recused individuals who have conflicts of interest from the one-stop operator competition. Such individuals included those individuals with financial or other interests in the entities applying to be the one-stop operator.

Yes No N/A

19. Sufficient firewalls are in place to ensure the transparency and integrity of the procurement process and demonstrate to the public and to the Department that the selection process was impartial and that no preferential treatment was given to the awardee.

Yes No

20. If an organization or entity has been selected as the one-stop operator and that entity performs multiple functions in a local area, the LWIB and CEO have a written agreement that clarifies how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, the Uniform Guidance, and conflict of interest policies of both the state and the organization or entity performing multiple functions.

Yes No

21. Information about the selection and certification of the one-stop operators was made available to the public on a regular basis through electronic means and open meetings (WIOA Sections 101(g) and 107(e)) and will be made available to auditors and federal reviewers.

Yes No

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22. All information that boards are required to make available to the public which includes, but is not limited to, the board's written conflict of interest policy, the board's written procurement policies, the procurement solicitation itself, a listing of the entities that have submitted bids or proposals, an abstract of those bids or proposals, the identity of the selected one-stop operator, and total award amount and duration of the contract with the one-stop operator is available at the following URL:

Sole Source Procurement:

23. If sole source procurement was used for the one-stop operator, did the LWIB or outside entity offer an open, competitive procurement prior to Sole Source?

Yes No N/A

24. If Sole Source, identify the reason(s) for using this procurement method:

- The One-Stop Operator services are only available from a single source.
 A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 After solicitation of a number of sources, competition was determined inadequate.

Negotiation and Selection:

25. The entity selected as one-stop operator is a responsible entity that possesses the ability to successfully perform under the terms and conditions of the proposed procurement and consideration was given to such matters as integrity, compliance with public policy, record of past performance, and financial and technical resources (2 CFR 200.318(h)).

Yes No

26. The LWIB has ensured that the entity selected as a one-stop operator is not debarred, suspended, or otherwise excluded from or made ineligible for participation in federal assistance programs or activities (2 CFR 200.213).

Yes No

27. The LWIB or outside entity that performed the competitive procurement ensured that the proposed costs of the one-stop operator are allowable, meaning that they are reasonable, necessary, and allocable, as required in the Uniform Guidance at 2 CFR part 200.

Yes No

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28. An offer and acceptance of the conditions was executed in a legally binding document which, at a minimum, contain the following: Statement of Work, Authorized Officials and Purpose, and any standard terms and conditions that are either required by the state, local area, or the federal agency as national, state, or local policy requirements.

Yes No

29. The legally binding agreement identifies that one-stop operators are considered subrecipients of federal funds and must adhere to 2 CFR Part 200 and 2 CFR Part 2900.

Yes No

30. In situations in which the outcome of the competitive process is the selection of the LWIB itself as the one-stop operator, the Governor and the CEO have agreed to the selection as required by WIOA Section 107(g)(2).

Yes No

31. If the LWIB was the selected operator, the CEO, Governor, and LWIB have signed the agreement outlining the specific roles, functions, and performance levels for the operator (20 CFR 678.610(d)).

Yes No

Recordkeeping:

32. The board has written documentation, in accordance with 20 CFR 678.605(d), explaining the determination concerning the nature of the competitive process to be followed in selecting a one-stop operator.

Yes No

33. The board maintains records sufficient to detail the history of procurement in accordance with 2 CFR 200.318(i). These records must include, but are not necessarily limited to the following: all proposals/bids received; ratings of those proposals; rationale for the method of procurement; selection of agreement or contract type; selection or rejection of proposals/bids; appeals and disputes; and the basis for the contract price.

Yes No

34. Entities that make a sole source selection must prepare and maintain written documentation of the entire process of making a sole source selection (20 CFR 678.610(b)). The documentation provides evidence that the review was performed by an impartial entity and details the firewalls that were in place during the review of the proposals.

Yes No N/A

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Implementation and Closeout:

35. The LWIB will ensure that in carrying out this role, one-stop operators do the following:
Disclose any potential conflicts of interest; refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment; and comply with federal regulations, and procurement policies, relating to the calculation and use of profits.
- Yes No
36. During implementation of the contract or agreement, the LWIB will conduct oversight and monitoring of the one-stop operator.
- Yes No
37. In situations where the LWIB is the one-stop operator, sufficient firewalls are in place to ensure that the individuals monitoring the one-stop operator are not associated or involved with one-stop operator functions.
- Yes No N/A
38. Payments and authorized budget modifications to the one-stop operator will be timely and consistent with payment requirements under 2 CFR part 200 and 2 CFR part 2900.
- Yes No
39. The LWIB will measure, track, and monitor performance, service deliverables, and achievement of program or performance measures.
- Yes No
40. LWIB will retain or transfer financial and participant records to the appropriate agency to ensure the ability for future review and follow-up. The transfer and retention of such records must ensure that personally identifiable information (PII) is reasonably safeguarded.
- Yes No
41. The LWIB will perform an evaluation or reconciliation of the one-stop operator's performance and payments to ensure they are made in accordance with the approved contract or agreement. The LWIB will submit, and keep on file, a closeout notice or letter.
- Yes No

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Signature Page

By signing below, the CEO and LWIB chair attest the procurement of the One-Stop Operator was done in compliance with WIOA and corresponding regulations, the Uniform Guidance, TEGL 15-16, and conflict of interest policies of both the state and the LWIB.

Selected One-Stop Operator

Center Name:

Contract Date:

Entity Name:

Entity Address:

Entity Address2:

Contact Name:

Phone:

Email:

Fax:

Note: Add additional pages for multiple centers or a consortium of entities.

Local Workforce Innovation Board Chair

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date