

## **LWIA 22 Purchasing and Procurement Policies and Procedures**

Updated January 25, 2018

LWIA 22, Madison County Employment and Training Department, is a department of Madison County Government. Each department of Madison County Government is required by law to adhere to the purchasing and procurement policies and procedures adopted and revised by the County Board. The Madison County Policies and Procedures Handbook is available for review at the Administrative Services Department of Madison County IL Government in Edwardsville IL or at the Madison County Employment and Training Department Administrative Office in Wood River, IL.

Both Madison County Employment and Training Department (LWIA22) and the Madison-Bond Workforce Innovation Board (MBWIB), will adhere to the Purchasing Ordinance adopted by Madison County Board for the purchases of equipment, material goods and supplies; and will use a competitive Request for Proposal (RFP) process for training and workforce development services and consulting services for the operational requirement of WIOA.

LWIA 22 and the MBWIB work with public and private agencies, nonprofit organizations, local area businesses, and education institutions to create and deliver workforce solutions for Madison County. We are committed to ensuring equal opportunity to all qualified eligible vendors and organizations wishing to provide workforce development services.

### **Procurement Objectives**

All LWIA 22 and MBWIB expenditures and reimbursements will comply with applicable federal and state laws, regulations, and policies.

LWIA 22 employees and members of the MBWIB shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors/contractors or potential vendors/contractors.

All procurement transactions shall maximize open and free competition through solicitation of proposals and bids from potential vendors/contractors.

All transactions shall avoid non-competitive practices among vendors/contractors which may restrict or eliminate competition or result of the restraint of trade.

Procedures are in place to ensure that unnecessary or duplicative items or services are not purchased to ensure that positive efforts have been made to utilize small business and minority-owned business sources for procurement.

Employees are prohibited from participating in the selection, award or administration of a contract if a real or apparent conflict of interest exists.

LWIA 22 and the MBWIB are responsible for issuing contracts and monitoring for compliance, for workforce development and consultative services. All contracts are entered into by the MBWIB and LWIA 22 for these services will comply with applicable federal and state laws, regulations, and policies. Contracts entered into by LWIA22 and the MBWIB for these workforce innovation training and consultative services will be reported to the Madison County Board.

### **Equipment, Material Goods, and Supplies Procurement**

LWIA22 and the MBWIB will observe and adhere to the purchasing and procurement policies of the Madison County Board for purchases of tangible equipment, material goods and supplies.

### **WIOA Training Procurement**

The MBWIB will establish Individual Training Account (ITA) limits and review and certify local training providers and programs based on:

- The degree to which the training programs of such providers relate to in-demand industry sectors and occupations in the LWIA22;
- The ability of the providers to offer programs that lead to recognized postsecondary credentials;
- The quality of a program of training services, including a program of training services that leads to a recognized postsecondary credential;
- The ability of the providers to provide training services to individuals who are employed and individuals with barriers to employment;
- Meeting performance accountability measures and other matters for which information is required under WIOA.

ITA's are not procured and LWIA22 will follow federal and state policies in the selection of eligible providers and programs.

The MBWIB will select training service providers in consultation with the local business services partners, complying with applicable federal and state laws, regulations and policies where customized training such as On-The-Job (OJT), Incumbent Worker Training (IWT), will be utilized.

The MBWIB, in consultation with the local employer (s), will utilize a competitive RFP process if Class Sized Training services are offered, complying with applicable federal and state laws, regulations and policies. A rating panel of the MBWIB will review RFPs to select training service provider.

### **Youth Program Provider(s) Procurement**

The MBWIB and the Youth Committee of the MBWIB will utilize a competitive RFP process for providers of youth activities in compliance with WIOA.

ITAs may be utilized, as determined appropriate, in recommendation by LWIA 22, for eligible youth program participants. Training providers and programs will be selected from the list of approved providers and programs under WIOA and as further approved by the MBWIB. ITAs will adhere to limits set forth by the MBWIB.

### **One-Stop Operator Procurement**

The MBWIB will utilize a competitive RFP process for One-Stop Operator Services and One-Stop activities in compliance with WIOA.

The MBWIB must select the OSO through a competitive process, as required by §121(d)(2)(A) of WIOA. The competitive process must be conducted no less than every 4 years. The OSO will be procured according to the following timetable:

July 1, 2017 – June 30, 2021

July 1, 2021 – June 30, 2025.

The competitive process will follow the procurement policy above, and include procurement through sealed bids, competitive proposals, or noncompetitive proposals, if certain criteria are met (2 CFR 300.320(f)).

Any proposals/bids received will be reviewed by the Executive Committee. The full MBWIB will address all contractual and administrative issues arising out of the procurements, such as protests, appeals, and disputes.

### **Other Workforce Development Activities Procurement**

The MBWIB will utilize a competitive RFP process for procurement for other workforce innovation activities including but not limited to WIB development, staff development, WIOA implementation and other services as determined necessary.