

	New Jersey Workforce Innovation Notice		WD-PY24-9
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Dr. Yolanda Allen, Assistant Commissioner Workforce Development	
	Issued Date:	June 11, 2025	

SUBJECT: Competitive Procurement of Title I One Stop Operator, Career Services and Youth Services

EFFECTIVE DATE: This NJWIN is effective **immediately**.

POLICY RESCISSIONS: This policy rescinds and replaces WD-PY22-5.1 effective **immediately**.

FOR MORE INFORMATION: Questions about this policy may be directed to WIOAPOLICY@dol.nj.gov.

PURPOSE

This guidance provides a comprehensive overview of Title I service procurement expectations. It further clarifies the requirement, previously outlined in New Jersey's Local Governance policy WD-PY21-6, that all Local Workforce Development Boards (LWDBs) competitively procure (1) One Stop Operators, (2) One Stop Career Service Providers, and (3) One Stop Youth Service Providers. This policy details procurement requirements, defines the general roles and services that fall within each provider category, and outlines the documentation and submission requirements to New Jersey Department of Labor (NJDOLE) that LWDBs must follow to demonstrate that a fair and open competitive procurement process was conducted.

This guidance replaces WD-PY22-5.1. This new guidance:

1. Removes the waiver process that was described in WD-PY22.5.1 and establishes more general documentation and submission requirements for all LWDBs as part of NJDOLE's annual monitoring activities,
2. Specifies the critical importance of documenting fair and open competition practices in circumstances where only 1 bid is received
3. References the relationship of procurement, contracting, and monitoring,
4. Provides information about additional training resources that have been developed and released since the initial WIOA Competitive Procurement policy was released.

All relevant information from WD-PY22-5.1 is included in this new guidance.

OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) regulations at [20 CFR 679.370\(l\)](#) outline the required functions of Local Workforce Development Boards (LWDBs), including the selection and award of contracts for the provision of Youth Services, Career Services, and One Stop Operators. Providers must be selected through a formal procurement process that promotes "full and open competition" as highlighted in the Uniform Administrative Requirements at [2 CFR 200.320](#). Competitive procurement procedures must be designed to ensure (1) that the widest range of providers are eligible to bid on the provision of these services, and (2) that secured services support



the diversity of needs and interests that exist among jobseekers, workers, and employers in New Jersey, emphasizing support for underserved communities.

Competitive procurement serves a critical accountability mechanism for LWDBs, offering opportunities to develop Requests for Proposals (RFPs) that align with local strategies and priorities, select the most qualified providers, develop and oversee contracts that support high quality service integration and delivery, and set parameters for monitoring and oversight of contract providers. To ensure the integrity of the competitive procurement process, LWDBs must put clear safeguards in place to ensure that no conflicts of interest exist and that no provider is offered unfair advantage in obtaining and/or maintaining Title I service contracts.

The One Stop Operator, One Stop Career Service, and One Stop Youth Service roles are critical components of the One Stop Career Center system. Table 1 below provides a summary of the core role that each of these entities play in the operations of the New Jersey's One Stop Career Centers, which are part of the national American Job Center network.

Table 1: Title I Operator and Service Provider Roles

One Stop Operator	One Stop Career Services Provider	Youth Services Provider
Serves as the One Stop system-builder, supporting coordination of services across required and other partners	Supports provision of the full range of career services highlighted under WIOA in the local One Stop system, including provision of work-based learning, supportive services, and career coaching	Provides services to specifically support youth, including specific services aligned with one or more of the 14 youth program elements specified in WIOA

These roles support distinct functions within New Jersey's One Stop Career Center system. The One Stop Operator and One Stop Career Services Provider must be separate. LWDBs must design competitive procurement processes in a manner that allows for the selection of unique providers for these distinct roles, allowing for the selection of providers that best match the expertise and skill set for each role. NJDOL does not require LWDBs to run three distinct competitive procurements – more than one provider may be selected through a single competitive procurement process and RFP. However, if running a single procurement for more than one role, the process and RFP must be designed to ensure that roles are differentiated and clearly outlined separately and that the opportunity for selecting multiple providers is possible through evaluation and scoring protocols and tools. If one entity applies for multiple contracts, they should provide a written explanation of how they are going to maintain firewalls within their multiple contracts. The entity will facilitate the execution of these separate contracts.

In addition to Title I services, Local Workforce Development Boards may also choose to competitively procure services for WorkFirst New Jersey (WFNJ), Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Able-Bodied Adults Without Dependents (ABAWD), and General Assistance (GA), for Employment and Training (E&T) Services. LWDBs may procure for WIOA Career Services and WFNJ (TANF/SNAP/ABAWD/GA) E&T services together in a single competitive procurement process. While this is not a requirement, this may offer an opportunity for strengthening connection and integration of Career Services locally. It is important to note that WFNJ (TANF/SNAP/ABAWD/GA) E&T services can be provided directly by the Local



Workforce Development Board and are not required to be awarded to an external provider through a competitive procurement process.

Based on Training and Employment Guidance Letter (TEGL) 15-16, and provisions in NJ state law, LWDBs must utilize competitive procurement and contracting process to evaluate performance annually and ensure re-competition of providers at least every four years.¹ New Jersey may require or Board may choose to implement competitive selection more often than every four years. Initial contracts may cover up to a two-year period, with two additional one-year renewals allowed. The LWDB retains the responsibility for being compliant with any current federal, state, and/or local requirements.

This policy offers more specific details regarding WIOA and NJ state procurement requirements, as well as additional information that is specific to One Stop Operator, One Stop Career Services, and One Stop Youth Services providers.

Competitive Procurement Standards

New Jersey's standards for competitive procurement of WIOA services are guided by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; and NJ Public Contracting law. Sections [2 CFR 200.317-200.327](#) offer specific federal guidance regarding procurement. Included in these sections is the requirement that the services procured under a Federal award must be conducted in a manner providing full and open competition and must eliminate unfair competitive advantage.

As highlighted in TEGL 15-16², under WIOA and consistent with the Uniform Guidance, general procurement requirements include, but are not limited to, the following:

- ***Written policies and procedures:*** Written policies must include selection timeframes, procurement timelines, and specific procedures for addressing settlement of all contractual and administrative issues arising out of procurements, such as protest, appeals, and disputes.
- ***Full and open competition:*** Competitive procurement must be carried out in ways that do not unduly restrict competition.
- ***Written standards of conduct:*** Written standards must be in place covering all persons and entities involved in selection processes. Processes must be free of apparent or real conflicts of interest. As highlighted in [WD-PY21-6](#), firewalls between those procuring services and those seeking to delivery services must be in place, particularly where an entity acts in more than one role in the One Stop service delivery system. Ethical standards of persons with fiduciary responsibilities must be above reproach.
- ***Transparency and responsibility:*** The entire procurement process must be performed under a process that promotes transparency and responsibility from the planning phase to the closeout phase. LWDBs are required to make procurement materials available to the public, including, but not limited to, written conflict of interest policies; Requests for Proposals; a list of all entities that submitted bids; an abstract of bids or proposals; and information about the selected provider, including total award amount and duration of contract. Additionally, LWDBs must include past

¹Re-competition may occur after one, two, or three years if LWDB strategies and investment priorities shift, and/or if existing providers are not meeting contractual obligations, including service and performance expectations.

² The procurement standards in TEGL 15-16 targeted towards One Stop Operator are also applicable to One Stop Career Service and One Stop Youth Service procurement, given their basis in the Uniform Guidance.



performance as an evaluation factor when reprocurring contracts. The non-federal entity must award only to responsible entities.

- **Record keeping:** LWDBs must maintain records sufficient to detail the history of procurement, including retaining proposals, proposal evaluations, rationale of a selection or rejection of proposals, appeals and disputes, and a cost analysis offering a basis for the contract price. Written documentation is required pursuant to 20 CFR 678.605(d).

TEGL 15-16 further highlights specific steps for ensuring that a competitive procurement process is conducted in an open and transparent manner and includes five unique phases of engagement (1) planning, (2) release and evaluation, (3) negotiation and selection, (4) implementation, and (5) closeout. Competitive procurement sets the stage for additional contracting and monitoring activities that support and ensure high quality service delivery.

Contracts resulting from competitive procurements must include the essential elements of legally executed and binding contracts, including, but not limited to, at a minimum, clear statements of work (i.e., scopes of service), signatures of authorized officials, and United States Department of Labor Terms and Conditions and New Jersey's Standard Assurances and General Provisions, as well as any additional local terms and conditions.

Federal Funding Disclosure

USDOL's Standard Federal Award Terms & Conditions specifically highlight that pursuant to P.L. 116-260, Division H, Title V, Section 505 of the Consolidated Appropriations Act, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

- The percentage of the total costs of the program or project which will be financed with Federal money;
- The dollar amount of Federal funds for the project or program; and
- The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

NJDOL offers the following language for disclosing WIOA funding support in RFPs:

The services highlighted in this [public-facing document] are supported by the New Jersey Department of Labor (NJDOL) with funds from the United States Department of Labor (USDOL) through the Workforce Innovation and Opportunity Act (WIOA), totaling [\$X]. [X%] of these services are financed through federal funding sources.

Documentation of Fair and Open Competition

As highlighted above, fair and open competition is a critical aspect of competitive procurement. Local Workforce Development Areas (LWDAs) must document that all competitive procurement processes are carried out in ways that do not unduly restrict competition. In other words, the criteria of the RFP, the methods for distribution of the RFP, and the processes for reviewing proposals must support a fair and open process.

In cases where a Local Workforce Development Area (LWDA) performs a competitive procurement and it results in one bid received, the LWDA must document and demonstrate that the process meets fair and open competition standards.



Specifically, the LWDA must demonstrate that:

- All prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to ensure maximum open competition
- The RFP was publicly available and accessible to any and all prospective vendors interested
- The RFP criteria do not preclude potential bidders from qualifying during the solicitation period
- Any disqualifications of proposals submitted are appropriate and do not violate fair and open competition standards

More information about fair and open competition is available in the Module 3 of the Local Governance Training Series. Links to these resources are available on pages 11-12 of this guidance.

In instances where only one bid is received, NJDOL's monitoring will focus on the extent to which the following promote fair and open competition: the quality and clarity of the RFP, the methods of outreach utilized to advertise the opportunity, and the procedures and processes put in place for evaluating proposals.

Conflicts of Interest

As highlighted above, the avoidance of conflicts of interest is paramount in any competitive procurement process. A conflict of interest can arise when actions are taken or may appear to be taken by an entity involved in more than one role. The entity may take actions in one role that affects its interest in another role, making it difficult for the entity to perform the procurement process objectively and impartially. For this reason, it is critical that proper firewalls are in place to ensure the transparency and integrity of the procurement process and demonstrate to external stakeholders that the selection process was impartial.

Additionally, an LWDB may retain an outside organization and/or leverage local purchasing offices or other public entities to ensure full and open competition and minimize any perceived or actual conflicts of interest. The LWDB must ensure that all partners participating in the procurement process do not have relationships with any of the operational entities under review that would constitute a conflict of interest. As per [20 CFR 683.200\(c\)\(5\)\(ii\)](#) membership on the State WDB, an LWDB, or an LWDB committee, and/or receipt of WIOA funds is not in and of itself a conflict of interest. However, any potential conflict of interest must be documented and disclosed in writing, pursuant to [2 CFR 200.112](#).

Specifically, Local Workforce Development Areas (LWDAs) must ensure that no supervisory relationship or overlap exists across (1) LWDBs, including their staff, and (2) contracted operational entities. LWDBs must be able to perform the functions outlined in [20 CFR 679.370](#) without a conflict of interest. In cases, where governance and operational activities intersect or have the potential to intersect, LWDBs must demonstrate the functions of the LWDB to establish and monitor contracts and engage in other governance activities are not compromised in any way.

Allowable LWDB or LWDB-Affiliated Entity Service Provision

LWDBs may, in some cases, exist within the same entity that is carrying out One Stop Operator, Career Services, and/or One Stop Youth Services activities. If an entity affiliated with the same organization as the LWDB, or the LWDB itself, performs functions related to governance and operations, submission of procurement documents to NJDOL must demonstrate the separation between governance and operations activities, as well as competitive processes that have taken place to award any associated operational contract. LWDBs must demonstrate that no conflict of interest existed in the procurement of services or exists in the ongoing oversight of contracted services.



In the Youth Procurement section below, we also highlight the potential for LWDBs to directly provide and contribute to the provision of paid and unpaid work experiences. If an LWDB plans to provide specific youth services, the LWDB must demonstrate that the LWDB's role as a provider of youth services is clearly articulated in the LWDB's agreement with the CEO. This agreement must include specific details regarding how the LWDB will ensure that mechanisms are in place to track effective implementation and accountability of any LWDB-driven youth program services, for example through the identification of an external monitoring partner.

Overall, when distinct system roles (e.g., LWDB, fiscal agent, One Stop Operator, service provider), as outlined in New Jersey's local governance policy ([WD-PY21-6](#)) overlap, expectations regarding roles and responsibilities must be outlined in local governance agreements, including specific plans and mechanisms for ensuring that no conflict of interest exists in the ability or capacity of governance entities to oversee and monitor the activities of contracted operational providers. This documentation must be submitted annually to NJDOL as part of regular monitoring activities and must demonstrate that appropriate separations and mechanisms are in place for ensuring the proper oversight and monitoring in the One Stop system.

One Stop Operator Procurement

This section provides information specific to the procurement of the One Stop Operator. As highlighted above, the LWDB must competitively procure the One Stop Operator and execute a contract that offers a clear scope of service aligned with the RFP and submitted proposal that includes clear service and performance metrics, including expected funding and service levels.

TEGL 15-16 outlines who may serve as a One Stop Operator. The One Stop Operator can be:

- (1) A public, private or nonprofit entity, or
- (2) A consortium of entities that includes three or more required One Stop partners of demonstrated effectiveness, located in the local area.

Examples of such entities include:

- Local or county governments, school districts, and/or state agencies;
- Educational institutions, such as: institutions of higher education and area career and technical education schools;
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations capable of carrying out One Stop Operator activities, e.g., local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities (must adhere to requirements of [2 CFR 200.324](#) regarding earning and negotiating a fair and reasonable profit)

The role of the One Stop Operator is to coordinate the service delivery of participating One Stop partners and service providers. The [Memorandum of Understanding \(MOU\) and Infrastructure Funding Agreement \(IFA\)](#) negotiated by the LWDB with One Stop partners serves as the blueprint for the One Stop Operator's work in supporting the integration of services within the local One Stop Career Centers, including comprehensive and affiliate sites. Specific roles of the One Stop Operator must be articulated as part of the competitive procurement process and include:

- Development of service flow and engagement that incorporate staff and resources across partner programs, in alignment with the local MOU/IFA and local policies;
- Collection, analysis, and use of data to track service flow, including co-enrollment across partner programs;



- Development and maintenance of referral systems and mechanisms to support connection of an individual to services across partner programs;
- Integration and incorporation of multiple service elements offered in One Stop Career Centers, including: comprehensive assessment practices, individual service plan development, career coaching, basic and occupational skills training, work-based learning, supportive services, job search and placement assistance, and follow-up services; and
- Functional Supervision of all local partners as it relates to these items.

In addition, to providing system-building and service integration supports, the entity supporting One Stop Operator functions may also provide specific One Stop Career Services, if competitively selected for both roles through separate evaluations.

Finally, WIOA allows for an LWDB to serve as a One Stop Operator if:

- (1) Selected through a competitive procurement process;
- (2) Appropriate firewalls and conflict of interest policies and procedures are in place; and
- (3) The Chief Elected Official and Governor agree to the selection.

Based on this, NJDOL is allowing for the same entity (e.g., County government) supporting the LWDB to be selected as the One Stop Operator, if the LWDB documents that (1) selection occurred through a competitive process, and (2) appropriate firewalls and conflict of interest policies and procedures are in place. The documentation must be submitted and demonstrated through annual submission of procurement documents to NJDOL for monitoring.

One Stop Career Services Procurement

This section provides information specific to the procurement of the One Stop Career Services provider. As highlighted above, the LWDB must competitively procure a One Stop Career Services provider and execute a contract that offers a clear scope of service aligned with the RFP and submitted proposal that includes clear service and performance metrics, including expected funding and service levels

One Stop Career Services providers may be public, private, or nonprofit entities. As with One Stop Operators, examples of such entities include:

- Local or county governments, school districts, and/or state agencies
- Educational institutions, such as: institutions of higher education and area career and technical education schools;
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations capable of carrying out One Stop Operator activities, e.g., local chamber of commerce, other business organization, or labor organization; and
- Private for-profit entities (must adhere to requirements of [2 CFR 200.324](#) regarding earning and negotiating a fair and reasonable profit)

LWDBs are responsible for ensuring the quality implementation of Career Services which are defined in WIOA as including three unique categories of services – Basic Career, Individualized Career, and Follow-up Services. Table 2 provides an overview of the full array of Career Services that must be offered as part of One Stop Career Center Operations.



Table 2: WIOA Career Services

Basic Career Services	Individualized Career Services	Follow-Up Services
<ul style="list-style-type: none"> • Eligibility determinations • Outreach, intake, and orientation re: One Stop services available • Initial assessment of skill levels • Labor exchange services (job search and placement, and recruitment on behalf of employers) • Referrals to and coordination of activities with other programs • Provision of Labor Market Information • Provision of training provider performance and cost information • Provision of One Stop performance information • Provision of information in usable and understandable formats and languages about the One Stop's performance and about supportive services • Provision of meaningful assistance to individuals seeking Unemployment Insurance • Assistance in obtaining financial aid for non-WIOA training and education programs 	<ul style="list-style-type: none"> • Comprehensive and specialized assessments of the skill levels and service needs • Development of individual employment plans • Group counseling • Individual counseling • Career planning • Short-term pre-vocational (work readiness) services • Internships and work experiences that are linked to careers • Workforce preparation activities • Financial literacy services • Out-of-area job search assistance and relocation assistance • English language acquisition and integrated education and training programs 	<ul style="list-style-type: none"> • Provided up to 12 months after the first day of employment. • Counseling regarding the workplace • Additional career planning/counseling • Assisting individuals and employers in resolving work-related problems • Connecting individuals to peer support groups • Providing individuals with referrals to other community resources • Providing individualized information about additional educational or employment opportunities

In addition, Career Services providers play a key role in helping to support connection of eligible One Stop participants to (1) Training Services, for example through Individual Training Accounts, (2) Business Services, including various work-based learning opportunities, and (3) Supportive Services. The full array of One Stop services from WIOA is highlighted in Appendix A.

LWDBs can design Title I One Stop Career Services RFPs and contracts to target Title I service provision in ways that make sense for their local system based on the services that partners are providing and where deeper career service support is needed – particularly around individualized career and follow up services. All Career Services must be delivered and established as part of local MOUs/IFAs and One Stop Career Services contracts.

As highlighted above in the One Stop Operator Procurement section of this policy, the entity providing One Stop Career Services may also serve as the One Stop Operator, if these services have all been selected through a competitive procurement process that highlights these unique roles. The One Stop Operator and Career Services Senior Manager can be from the same entity but cannot be the same person.

Additionally, NJDOL is also allowing for the selection of the same entity (e.g., County government) supporting the LWDB to serve as the One Stop Career Service provider, as long as selected and awarded through a competitive procurement process. Competitive procurement, as well as the documentation of firewalls and conflict of interest policies and procedures must be documented and demonstrated through annual submission of procurement documents to NJDOL for monitoring.



One Stop Youth Services Procurement

TEGL 21-16 grants the authority to states to clarify requirements around the competitive procurement of youth services to enhance the performance of youth programs. All 14 youth program elements highlighted in WIOA must be made available to all youth participating in Title I Youth Services. These program elements must be either (1) competitively procured, (2) provided through formal partnerships (documented in formal Memorandum of Understanding), and/or (3) provided by LWDBs (included in LWDB budgets and local governance agreements).

NJDOL encourages LWDBs to conduct community scans and explore how to best leverage community partners and how to target youth procurement to augment existing services in the community. Furthermore, the [State Employment and Training Commissions \(SETC's\) Youth Voice Framework](#) should inform processes and the development of youth program designs.

Additionally, with this policy, NJDOL is formalizing that LWDBs can directly provide Work Experiences and do not need to provide these services through an external partnership or procurement. Given the role of LWDBs in engaging employers and developing work-based learning opportunities, many LWDBs may be best poised in their communities to be the developers and providers of youth work experiences, and specifically serve as the employer of record.

In other words, NJDOL does not require the procurement of all 14 program elements. Competitive procurement of Youth Services should reflect local capacity, needs, and strategies, as well as include weaving procured and non-procured youth program elements into a cohesive system of services for youth locally.

Procured One Stop Youth Services providers may be public, private, or nonprofit entities. As with One Stop Operators and Career Service Providers, examples of such entities include:

- Local or county governments, school districts, and/or state agencies;
- Educational institutions, such as: institutions of higher education and area career and technical education schools;
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations capable of carrying out One Stop Operator activities, e.g., local chamber of commerce, other business organization, or labor organization; and
- Private for-profit entities (must adhere to requirements of [2 CFR 200.324](#) regarding earning and negotiating a fair and reasonable profit).

The 14 youth program elements include the services outlined below in Table 3.

Table 3: 14 Youth Program Elements

<ul style="list-style-type: none"> • Tutoring, study skills, and dropout prevention • Alternative education • Paid and unpaid work experiences • Occupational skills training • Leadership development • Supportive services • Adult mentoring • Follow-up services 	<ul style="list-style-type: none"> • Comprehensive guidance and counseling • Education offered concurrently with workforce preparation • Financial literacy • Provision of labor market information • Preparation for postsecondary education • Entrepreneurial skills training
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Additionally, Appendix B provides an overview of 10 criteria that the SETC has established for informing program design and evaluation of One Stop Youth Services. In particular, procured youth services must have connections and career pathways into and from other One Stop Career Services.

As highlighted above, entities that are performing more than one role in the system must continue to demonstrate that appropriate separations and firewalls are in place and that required competitive procurement processes have taken place. Any LWDB and/or LWDB-affiliated entity that is providing Youth Services must document and demonstrate through annual submission of procurement documents to NJDOL that the LWDB has structures in place for ensuring the integrity of governance activities, including around monitoring and contract accountability.

Annual Submission of Procurement Documentation: Promoting Transparency of Operator, Career Services, and Youth Services Contracts

LWDBs must submit current procurement and contract information about Operator, Career Services, and Youth Services procurement activities and contracts to NJDOL's Program Oversight and Development Unit every year as part of annual monitoring processes. Table 4 provides an overview of the documents that must be publicly-available on LWDB websites, as well as other documents that must be submitted directly to NJDOL. LWDBs are responsible for ensuring that NJDOL has information about where documents are located on their websites, as well as submitting additional documents per NJDOL requests and requirements.

Table 4: Procurement Documentation

Publicly-Available Procurement Documents	Required Document Submissions to NJDOL
<ul style="list-style-type: none"> Request for Proposals (RFP) Public Notice of RFP Evaluation Report and Award Recommendation Public Notice of Award 	<ul style="list-style-type: none"> All Received Proposals Contract and Scope of Services Renewal Materials

NJDOL has the authority to request additional resources related to procurement to ensure that competitive procurement procedures meet the standards outlined in federal and state policy, as well as this guidance.

Additional Resources

In addition to the information provided in this guidance, NJDOL partnered with the Garden State Employment and Training Association (GSETA) to develop and deliver a local governance training series in 2023. Four modules in this series provide additional information regarding competitive procurement, and specific promising practice related to (1) competitive procurement planning and Request for Proposals (RFP) development, (2) release and evaluation of RFPs and submitted proposals, as well as around (3) negotiation and selection of providers.

These modules and materials include the following:



3A: Competitive Procurement I – Workforce Procurement Introduction, Standards, and the LWDB's Role in Procurement

- Training Video: <https://youtu.be/3Z4xxJef2h0>
- Powerpoint Slides: <https://www.gseta.org/wp-content/uploads/2024/01/Module-3A-Competitive-Procurement-I-%E2%80%93-Workforce-Procurement-Introduction-Standards-the-LWDBs-Role-in-Procurement-.pdf>
- Application Guide: <https://www.gseta.org/wp-content/uploads/2024/01/Application-Guide-for-Module-3A.pdf>

3B: Competitive Procurement Process

- Training Video: <https://youtu.be/ddXQ19ORrQc>
- Powerpoint Slides: <https://www.gseta.org/wp-content/uploads/2024/01/Module-3B-Competitive-Procurement-Process-Trainee-Guide.pdf>
- Application Guide: <https://www.gseta.org/wp-content/uploads/2024/01/Application-Guide-Module-3B-Final.pdf>

3C: Competitive Procurement Monitoring & RFP Best Practices

- Training Video: https://youtu.be/s_MjJhE21qU
- Powerpoint Slides: <https://www.gseta.org/wp-content/uploads/2024/01/Module-3C-Competitive-Procurement-Monitoring-RFP-Best-Practices-Trainee-Guide.pdf>
- USDOL Terms and Conditions: <https://www.gseta.org/wp-content/uploads/2024/01/Grant-Terms-Conditions-2022-CLEAN.pdf>
- Assurances and General Provisions: <https://www.gseta.org/wp-content/uploads/2024/01/NJ-Standard-Assurances-Certifications-GeneralProvisions-FederalFundedPrograms.pdf>
- RFP Development Guide: <https://www.gseta.org/wp-content/uploads/2024/01/RFP-Development-Guide-FINAL.pdf>
- Sample RFP Cover Sheet: <https://www.gseta.org/wp-content/uploads/2024/01/Sample-RFP-Cover-Sheet-with-Signature-Attachment.pdf>
- Sample RFP SEMCA: <https://www.gseta.org/wp-content/uploads/2024/01/Sample-RFP-from-SEMCA.pdf>
- Sample RFP Proposal Checklist: <https://www.gseta.org/wp-content/uploads/2024/01/Sample-RFP-Proposal-Checklist-Attachment.pdf>

4: Evaluating Proposals

- Training Video: <https://youtu.be/0dECiSDREwg>
- Powerpoint Slides: <https://www.gseta.org/wp-content/uploads/2024/01/Module-4-Evaluating-Proposals.pdf>
- Application Guide: <https://www.gseta.org/wp-content/uploads/2024/01/Application-Guide-for-Module-4.pdf>

Summary



Competitive procurement is a core function of New Jersey's 17 LWDBs and offers LWDBs a critical mechanism for ensuring the accountability of Title I One Stop Operators and service providers. New Jersey's public workforce system offers critical connection point for jobseekers and employers and provides access to a range of services and supports. Competitive procurement practices help to support separation of local governance and oversight from service delivery operations and ensure the delivery of high-quality services. In addition, a high-quality RFP and competitive procurement process sets the standards for strong contracting and monitoring processes, which are also core functions of LWDBs and key accountability mechanisms for New Jersey's public workforce system.

References:

- [2 CFR 200.317-200.327, Procurement Standards](#)
- [20 CFR 679.370, Local Workforce Development Board Functions](#)
- [TEGL 15-16: Competitive Selection of One Stop Operators](#)
- [WD-PY21-6: Local Governance Policy](#)
- [WD-PY22-1: ETPL Requirement and Monitoring Procedures for Work-Based Learning Contracts](#)
- [WD-PY22-4.2: New Jersey Memorandum of Understanding \(MOU\) and Infrastructure Funding Agreement](#)
- [New Jersey Local Public Contracts Law and Regulation Reference Manual](#)



Appendix A: Overview of WIOA (One Stop) Services

Basic Career Services (20 CFR 678.430(a))	Individualized Career Services (20 CFR 678.430(b))	Follow-up Services (20 CFR 678.430(c))
<ul style="list-style-type: none"> • Eligibility determinations • Outreach, intake, and orientation re: One Stop services available • Initial assessment of skill levels • Labor exchange services (job search and placement, and recruitment on behalf of employers) • Referrals to and coordination of activities with other programs • Provision of Labor Market Information • Provision of training provider performance and cost information • Provision of One Stop performance information • Provision of information in usable and understandable formats and languages about the One Stop's performance and about supportive services • Provision of meaningful assistance to individuals seeking Unemployment Insurance • Assistance in obtaining financial aid for non-WIOA training and ed programs 	<ul style="list-style-type: none"> • Comprehensive and specialized assessments of the skill levels and service needs • Development of individual employment plans • Group counseling • Individual counseling • Career planning • Short-term pre-vocational (work readiness) services • Internships and work experiences that are linked to careers • Workforce preparation activities • Financial literacy services • Out-of-area job search assistance and relocation assistance • English language acquisition and integrated education and training programs 	<p>Provided up to 12 months after the first day of employment.</p> <ul style="list-style-type: none"> • Counseling regarding the workplace • Additional career planning/counseling • Assisting individuals and employers in resolving work-related problems • Connecting individuals to peer support groups • Providing individuals with referrals to other community resources • Providing individualized information about additional educational or employment opportunities

Training Services (20 CFR 680.200)	Business Services (20 CFR 678.435)	Youth Services (20 CFR 681.460 ; 20 CFR 681.700)
<ul style="list-style-type: none"> • Occupational skills training through Individual Training Accounts (ITAs) • Adult education and literacy activities, including English Language Acquisition, in combination with occupational skills training • On-the-Job Training • Incumbent Worker Training • Programs that combine workplace training with related instruction • Skill upgrading and retraining • Entrepreneurial training • Registered Apprenticeship • Customized training • Other training services 	<ul style="list-style-type: none"> • Labor exchange activities and LMI for employers • Customized screening and referral of qualified participants • Customized services on employment-related issues • Customized recruitment events and job fairs • Human resource consultation services (e.g., writing/reviewing job descriptions, creating orientation sessions, analyzing employee turnover, supporting compliance with labor and employment laws) • Developing and implementing sector strategies • Development of registered apprenticeship programs and other work-based learning opportunities • Assistance in managing reductions in workforce • Assistance in accessing local, State, and federal tax credits 	<ul style="list-style-type: none"> • Tutoring, study skills, and dropout prevention • Alternative education • Paid and unpaid work experiences • Occupational skills training • Leadership development • Supportive services • Adult mentoring • Follow-up services • Comprehensive guidance and counseling • Education offered concurrently with workforce preparation • Financial literacy • Provision of labor market information • Preparation for postsecondary education • Entrepreneurial skills training



Appendix B: SETC Criteria for Youth Program Design

In addition to the WIOA-required program elements, the New Jersey State Employment and Training Commission has established 10 criteria for informing program design and evaluation of One Stop Youth Services. The program must:

1. Have a record of demonstrated effectiveness.
2. Be in full compliance with the Americans with Disabilities Act.
3. Have the capacity to identify issues that are hindering youth from succeeding and connect youth to support services.
4. Be able to detail how linkages between community, academic, occupational learning, and work experience will be used to enhance the youth development and employability. They should also demonstrate the involvement of the business/employer community.
5. Maintain a close working relationship with the local One-Stop Career Center.
6. Make arrangements for participants to test for and obtain the certification or license, when applicable.
7. Link summer employment opportunities to year-round academic and occupational learning opportunities.
8. Establish specific timeframes for evaluation of participant performance, attendance and progress, including level of academic performance, vocational abilities/skills, aptitudes, and interests.
9. Identify process and strategies to be used to ensure that participants receive planned services and reach planned goals and what corrective actions will be available for participants who are not meeting the requirement of each activity or goal. The provider must detail the internal systems that will be used to report and monitor programmatic and fiscal activities.
10. Permit federal, state, and local area staff and designated agents to conduct regular monitoring activities, including communication with customers and contractor staff at instructional sites.