

## WDB OVERSIGHT RESPONSIBILITIES – ONE STOP OPERATOR

Based on Training and Employment Guidance Letter 15-16, the following are oversight duties of the WDB as it relates to the One Stop Operator:

Competitive selection of One Stop Operator every four years, utilizing local procurement policies and procedures at least once every four years as follows:

**A. Planning Phase (steps *may* include):**

- i. Identify need
- ii. Conduct market research
- iii. Issue Requests for Information
- iv. Identify procurement method
- v. Develop requirements for One Stop Operator
- vi. Develop procurement solicitation
- vii. Develop factors for evaluation/scoring
- viii. Identify panel and signatory authority

**B. Release and Evaluation Phase (steps *may* include):**

- i. Publicize procurement solicitation
- ii. Host bidders conference to ensure clarity of requirements
- iii. Collect proposals/bids
- iv. Score or evaluate proposals/bids

**C. Negotiation and Selection Phase (steps *may* include):**

- i. Negotiate performance levels
- ii. Negotiate payment details and frequency
- iii. Negotiate duration of contract, MOU or agreement
- iv. Obtain local WDB/CEO approval
- v. Make offer and obtain acceptance
- vi. Certify or designate One Stop Operator
- vii. Execute contract, MOU or agreement

**D. Implementation Phase**

- i. Conduct oversight and monitoring
- ii. Issue timely invoices (One Stop Operator)
- iii. Make timely payments (WDB/Fiscal Agent)
- iv. Monitor performance of the One Stop Operator in accordance with performance and service deliverables

- v. Evaluate and approve contract or MOU modifications

**E. Closeout Phase**

- i. Reconcile costs and payments
- ii. Reconcile performance goals with actual performance
- iii. Ensure participant and financial records are secured and retained
- iv. Prepare closeout documents

**Monitoring of One Stop Operator includes:**

- Compliance with the requirements of WIOA
- Compliance with the activities outlined in the Statement of Work (SOW)
- Compliance with performance reporting requirements
- Compliance with the terms and conditions of the contract or agreement governing the One Stop Operator

Monitoring includes an attestation by the monitoring entity that it has examined compliance with the requirements of WIOA, the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900, and the terms and conditions of the contract/agreement with the One Stop Operator.