

## PROCUREMENT TOOL 6

### PROCUREMENT OF ONE-STOP OPERATOR- DES REVIEW TOOL

LWDA/Sub-grantee:	
Fiscal Agent, if different from the LWDA/Sub-grantee:	
One-Stop Operator Selected:	
Staff Interviewed:	Review Date:
Award Amount	Agency Awarded:

1. Please identify all Youth/Adult/Dislocated Worker Service Providers of the LWDA  
Primary source: Local WDA MOU

Verification:

2. As of July 1, 2017, did the LWDA have a competitively selected One-Stop Operator in Place?  
*[WIOA Final Rule; Workforce Arizona Council 04-2016 IX.A.; TEGL 15-16]* .....  YES  NO  
Primary source: Solicitation documents

Verification:

#### PROCUREMENT PROCESS

3. Did LWDA utilize **formal** competitive procurement process in selection of the One-Stop Operator? *[WIOA Final Rule; Workforce Arizona Council 04-2016 IX.A.; TEGL 15-16]* .....  YES  NO  
Primary source: Solicitation documents

Verification:

4. Were proposals solicited from an adequate number of qualified sources? *[2 CFR 200.320(d)(2); Workforce Arizona Council 04-2016 IX.A.4.]* .....  YES  NO  
Primary source: Local WDA solicitation offers received

Verification:

5. Did LWDA publicly advertise the RFP? *[2 CFR 200.320(d)(1); Workforce Arizona Council 04-2016 IX.A.1.]*  
.....  YES  NO  
Primary source: Documentation of advertisements, website posts, etc.

Verification:

6. Did the RFP allow a reasonable period of time for potential vendors to respond? [Workforce Arizona Council 04-2016 IX.A.1.] .....  YES  NO  
Primary source: Solicitation plan including the justification for the method of procurement

Verification:

7. Do the procurement files clearly define the basis i.e., rationale for the contract price or cost? [TEGL WIOA # 15-16] .....  YES  NO  
Primary source: Local WDA cost estimate and Cost/Price Memorandum. Negotiated Profit

Verification:

8. Did the RFP identify all requirements which the offerors must fulfill, all evaluation factors and their relative importance, and any other factors to be used in evaluating proposals? [2 CFR 200.320(d)(1); Workforce Arizona Council 04-2016 IX.A.2] .....  YES  NO  
Primary source: Scope of Work, Evaluation tool

Verification:

9. Did the RFP incorporate a clear and accurate description of technical requirements for the services to be procured [2 CFR 200.319(c)(1); Workforce Arizona Council 04-2016 IX.B.1.] ....  YES  NO  
Primary source: Services Requirements in the Scope of Work

Verification:

10. Was there a written method for conducting technical evaluations of proposals received and for selecting the One-Stop Operator? [2 CFR 200.320(d)(3); Workforce Arizona Council 04-2016 IX.A.5] .....  YES  NO  
Primary source: Evaluation tool

Verification:

11. Did LWDA perform a written determination of demonstrated performance for this procurement transaction addressing contractor integrity; the contractor's compliance with public policy; the contractor's record of past performance; and the financial and technical resources of the contractor? [2 CFR 200.318(i); Workforce Arizona Council 04-2016 IX D] ...  YES  NO  
Primary source: Offer Evaluations

Verification:

12. Did LWDA perform a written cost or price analysis in connection with this procurement action? [2 CFR 200.323(a)] .....  YES  NO  
Primary source: Cost/Price Memorandum

Verification:

13. If LWDA utilized a Sole Source Procurement Process in selecting the One-Stop Operator, did LWDA receive prior approval from the Workforce Arizona Council? [Workforce Arizona Council 04-2016 X.B.] .....  N/A  YES  NO  
Primary source: Approval Letter or communication

Verification:

14. If Sole Source Procurement methods were utilized, was there documented research and analysis of market conditions and other factors that led to a determination that:

1. There is only one entity that could serve as a One-Stop Operator as defined by the LWIA; or
2. Unusual and compelling urgency will not permit a delay resulting from competitive solicitation; or
3. Results of the competition conducted by sealed bids or competitive proposals were determined to be inadequate.

[2 CFR 200.320(f); Workforce Arizona Council 04-2016 X.A.] .....  N/A  YES  NO

Primary source: Written justification with appropriate approvals. Solicitation results.

Verification:

**CONTRACT AWARD**

15. Was the contract awarded to the responsible firm whose proposal was the most advantageous to the program, with price and other factors considered? [2 CFR 200.320(d)(4); Workforce Arizona Council 04-2016 IX.A.6] .....  YES  NO  
Primary source: Offeror Evaluations, Cost Estimate, Cost/Price Memorandum

Verification:

16. Did LWDA ensure that the selected One-Stop Operator was not debarred, suspended, or otherwise excluded? [2 CFR 200.213] .....  YES  NO  
Primary source: System for Award Management (SAM) documentation

Verification:

17. Does the contract include all the applicable federal contract provisions required by Appendix II to 2 CFR 200? .....  YES  NO  
Primary source: 2 CFR 200 Appendix II

Verification:

**Conflict of Interest**

18. If the entity selected as the One-Stop Operator is to perform multiple functions in a local area, has a written agreement with the Local WDB and the CEO been established to clarify how the organizations will carry out its responsibilities while demonstrating compliance with WIOA and corresponding policies and regulations regarding conflicts of interest? [WIOA sections 121(d)(4)(A) and (C); 2 CFR 200.318(c)(1-2); TEGL 15-16] .....  N/A  YES  NO  
Primary source: Approved written agreement

Verification:

19. If the Fiscal Agent and the One-Stop operator are the same entity, are there sufficient firewalls in place that clearly delineate their roles and functions? [Workforce Arizona Council 04-2016 XI (B)(D).].....  N/A  YES  NO  
Primary source: Local WDA written policy and procedures

Verification:

20. If LWDA is serving as the One-Stop Operator and/or Career Services provider, was approval obtained from the Chief Elected Official in the local area and the Governor? [Workforce Arizona Council 04-2016 XI.].....  N/A  YES  NO  
Primary source: Approved written agreement

Verification:

21. Was there a conflict of interest, real or apparent, with this procurement transaction? [2 CFR 200.318(c)(1-2); TEGL 15-16]] .....  YES  NO  
Primary source: ?

Verification:

22. Was there a process for disclosure of any potential conflicts of interest?.....  YES  NO  
Primary source:

Verification:

23. Did there appear to be any situations considered to be restrictive of competition regarding this procurement transaction? [2 CFR 200.319; Workforce Arizona Council 04-2016 IX.A.3]  YES  NO  
Primary source: Procurement process and reviewed documents

Verification:

**Additional Requirements**

24. Did LWDA comply with the Sunshine Provisions which require that information about the selection and certification of the one-stop operators be made available to the public? [WIOA sections 101(g) and 107(e); TEGl 15-16]] .....  YES  NO  
Primary source: Local WDA Meeting Minutes

Verification:

25. LWDA must have a process to maintain records sufficient to detail the significant history of all procurements. Supporting documentation must include rationale for the method of procurement, contractor selection or rejection, develop of the Scope of Work, and the basis for the contract price. Does LWDA County have adequate supporting documentation to record the procurement process and make it available for monitoring? [Workforce Arizona Council 04-2016 IX.D.].....  YES  NO  
Primary source: Local WDA MOU/IFA, Board Meeting Minutes, Solicitation Plan, Written Standards of Conduct including all Conflicts of Interest and Firewalls, Cost Estimate, Cost/Price Memorandum, Legally Binding Contract, etc.

Verification: