

April Gibson, Chair
Steve Gear, 1st Vice-chair
TBD, 2nd Vice-chair
April Gibson
Darci Gibson
Bruce Kendall
Dale King
Mandy Kipfer
Nathe Lawver
Mark Martinez
Tim McGann
Joyce Moyer
Dona Ponепinto
Patty Rose
David Shaw
Dereck Spivey
Ron Thalheimer
Blaine Wolfe
Lin Zhou

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WorkForce Central
3640 S. Cedar St. Suite E
Tacoma, WA 98409
www.workforce-central.org

- 1. Welcome/Call to order/Safety Briefing**
- 2. Introductions**
- 3. Public Comment**
- 4. WorkForce Central Executive Board update – April Gibson**
- 5. Consent Agenda**
 - Approve July 18, 2019 minutes
- 6. Approve revised procurement policy**
- 7. Approve the dissolution of the WDC Pierce County Leadership Committee effective October 1, 2019.**
- 8. Approve extending the WDC meeting to 1.5 hours and whether to start 30 minutes earlier or extend the meeting 30 minutes.**
- 9. CEO Report**
 - IDashboard Presentation
 - Bold Goals Key Happenings
 - Community Engagement Update – Tamar Jackson
 - Young Adult Engagement Update – Jesse Becerra
 - Apprenticeship and Training Center (Parkland) – Hilliary Bryan
 - ResCare Corrective Action
 - Artificial Intelligence and Automation Forum Update – Candice Ruud
 - Washington Workforce Association (WWA) Conference – October 29th and 30th
 - Quarter 4 obligation report
- 10. Other business**
- 11. Adjourn**

WorkSource One-stop Center 2121 State St. 3rd Floor Pine Room

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Attendees: Steve Gear, April Gibson, Patty Rose, Nathe Lawver, Tim McGann, Dereck Spivey, Dave Shaw

Phone: Darci Gibson

Staff: Linda Nguyen, Deborah Howell, Hilliary Bryan, Candice Ruud, Jan Adams

1. Welcome/Call to order/Safety Briefing

April called the meeting to order at 3:04 p.m.

2. Introductions

3. Public Comment

None

4. WorkForce Central Executive Board update – April Gibson

April gave an update noting the search for the next CEO for WFC. She explained the Korn Ferry Card Sort process. She also noted the next steps are to hire a recruiting firm and convene the review panel. April also noted the board completed the CEO evaluation.

5. Consent Agenda

• **Approve May 16, 2019 minutes**

Motion to approve made by Dave; seconded by Nathe. Approved.

6. Approve New Program Year dashboard

Linda gave a background on the dashboard, the new dashboard and the changes from last year. Dave asked if we have the metrics clearly defined. Discussion continued on how customers will be served and outcomes defined and tracked. Steve asked if we mandated the targets or if they provided the targets. Linda clarified that they provided the numbers and we partner with them to help meet the targets. Motion to approve made by Dave; seconded by Steve. Dave asked how we are doing in getting the word out to help meet these targets. Candice provided an overview of the communications being used to reach the target populations and providers. She noted the place to go is the Power Up Pierce website. Candice will get WDC members the printed media promoting the work. Approved.

7. WDC Quality Assurance and Certification and WDC Pierce County Leadership Committees Update – Lori Strumpf

Lori provided an update from the QA&C Committee and Pierce County Library System has been certified as a Satellite Site. She noted they are working with the Urban League and KWA who are emerging sites and are thinking about becoming connection sites. The One-stop center is submitting their application to get certified since the move in December. She also noted the Gig Harbor Job Club has been designated an Affiliate Program site which is a new level of certification. Lori also gave an update from the Leadership Committee noting the seven system integrators with work being done on three of them including the common referral system. She provided some results from the Customer Comment Cards. Lori noted the One-stop is now offering GED classes, resume labs and Work Ready+.

8. CEO Report

- **UWT Students Appreciation for WorkSource Website Development**
Candice gave an overview and preview of the website
- **Iron Worker Presentation**
Linda gave a background and Deborah gave an update on the results.
- **Bold Goal Update**
Tabled until next meeting
- **Celebrate! Economic Security for All (EcSA) - Awarded \$1.75 MM**
Linda noted the award of the grant.
- **Pre apprenticeship center location change to hobby store**
Linda gave a brief background and noted the new location.
- **WA ESD Commissioner Suzi LeVine and WA Training and Education Coordination Board Executive Director letter & WA Workforce Association response**
Linda mentioned the letter from the state and the WWA response.
- **Thank you – City of Tacoma Council - approved line of credit for two years**
Linda thanked the city for the extension and noted we are pursuing the same with the county.
- **Q4 Title 1 Dashboard**
Deborah briefly presented the results for the fourth quarter.

9. WDC Committee Update

Deborah noted there will be a brief meeting after the next WDC meeting for the

10. Other business

Linda mentioned the WFC AI forum. Nathe asked if someone from retail will be on the panel.

April asked if we wanted to make the meetings go back to 1.5 hours. Motion made by Tim; seconded by Patty. Dereck ask when we would start. Motion has been tabled until next meeting.

11. Adjourn

Motion to adjourn made by Dave; seconded by Tim. Meeting adjourned at 4:06



Workforce Innovation and Opportunity Act (WIOA) Policies and Procedures

PROCUREMENT POLICY

POLICY NUMBER: ADM – 2001, Revision 1

REVISION EFFECTIVE DATE: August 15, 2019

Supersedes: WFC Procurement Policy #WFC-ADM-2001, Effective June 30, 2016 and all preceding procurement and purchasing policies released prior to June 30, 2016.

PURPOSE

This policy communicates WorkForce Central's (WFC) policy and methods for the procurement of goods and services, including those procurements obtained with Workforce Innovation and Opportunity Act (WIOA) funds and all procurements shall comply with applicable federal, state, and local laws and regulations. This policy also sets forth the requirements provided by the Office of Management and Budget (OMB) 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

BACKGROUND

WIOA Section 184(a)(3)(A) requires each State (including the Governor of the State), local area (including the chief elected official for the area), and provider receiving funds under this title, to comply with the appropriate uniform administrative requirements for grants and agreements applicable for the type of entity receiving the funds, as promulgated in circulars or rules of the Office of Management and Budget (OMB).

WIOA sets the general expectation that Local Workforce Development Boards (LWDBs) conduct open and competitive procurement processes to identify appropriate providers of one-stop operator and other services. Per WIOA Section 107(10)(E) and 20 CFR 679.370(m), LWDBs work with the State to ensure that the amount and quality of providers is sufficient to meet the needs of the community. WIOA sets the expectation that LWDBs will serve as strategic entities and the Department of Labor further clarified that expectation in 20 CFR 679.410 by citing "restrictions" on LWDBs (and LWDB staff) as one-stop operators and service providers and outlining the requirements of LWDBs that want to assume those roles.

POLICY

- A.** As a matter of policy, all WFC procurement of goods and services will be through a competitive bidding or quotes process, including any contract modifications that increase the scope or amount of the contract. Additionally, although sole source procurement is an allowed method of procurement, it should only be used as an exception.
- B.** Purchases over \$150,000 must be approved by the Executive Board.

C. Cost-Reimbursement Only [(WIOA Sec. 184(a)(3)(B))]

Procurement transactions under this title between the Pierce County Workforce Development Council (WDC) and any units of State or local governments shall be conducted on a cost-reimbursement basis only.

D. General Procurement Standards

WFC will use documented procurement procedures that at a minimum conform to applicable Federal law and standards identified in 2 CFR Parts 200.318 through 200.326. However, if applicable State and local procurement laws and regulations impose requirements in excess of the applicable Federal standards, State and local requirements will be followed.

WFC will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

WFC's Code of Conduct and Conflict of Interest Policy provides standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real, perceived or potential conflict of interest. Conflicts of interest must be disclosed in writing when known in advance or announced to the voting body. The party must excuse themselves from any further discussion and/or vote on the matter in question. Violations of such standards are subject to disciplinary actions provided in WFC's Code of Conduct and Conflict of Interest Policy.

WFC's procurement procedures will avoid acquisition of unnecessary or duplicative items and promote cost-effective use of shared services by entering into state and local intergovernmental agreements for procurement or use of common or shared goods and services where appropriate. WFC will use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

WFC will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as:

- Contractor integrity
- Compliance with public policy
- Record of past performance
- Financial and technical resources

WFC will maintain records sufficient to detail the history of procurement. These records will include, but are not limited to:

- Rationale for the method of procurement
- Selection of contract type
- Review of independent panel, if required
- Basis for contractor selection or rejection
- Basis for the contract price

Time and materials contracts: WFC may use time and material type contracts [For major construction only; 2 CFR 200.318(j)] only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

WFC will be responsible for the settlement of all contractual and administrative issues arising out of procurement. These issues include, but are not limited to:

- Source evaluation
- Protests
- Disputes
- Claims

E. Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent at a minimum with the standards provided in Section 200.319 of 2 CFR 200. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded from competing for such procurements.

Except as may be required by State or local regulation, WFC procurement transactions will contain no requirements that unduly restrict competition as specified in 200.319(a) and (b).

WFC procurement procedures will ensure that all solicitations:

- Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured
- Such description must not contain features which unduly restrict competition
- Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals

WFC will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free completion. WFC will not preclude potential bidders from qualifying during the solicitation period.

F. Methods of Procurement

As a matter of policy, and to the extent consistent with applicable State or local regulations, WFC will use any of the following procurement methods:

1. **Purchases of \$1 up to \$5,000:** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$5,000 may be made without soliciting competitive quotations if WFC considers the price to be fair and reasonable. To the extent practicable, WFC will distribute such purchases equitably among qualified suppliers.
2. **Purchases of \$5,001 - \$25,000:** These are "Small Purchase" procurements to secure services, supplies, or other property that do not cost more than \$25,000. Such purchases can be made by soliciting three informal price or rate quotations from qualified sources unless the funding source dictates otherwise.
3. **Purchases of \$25,001 - \$250,000:** Purchases of \$25,001 up to \$250,000 must be made through a formal competitive solicitation process where price or rate quotations are obtained. For these purchases, WFC will use a formal Request for Qualifications and Quotations (RFQQ) method or other formal competitive procurement method as

deemed appropriate unless the funding source dictates otherwise. The technique of RFQQs is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. If this method is used, the following requirements apply:

- (a) Requests for Qualifications and Quotations (RFQQ) must be publicized on Washington's Electronic Business Solution (WEBS), WFC website, and distributed per WFC contact list, and must identify all evaluation factors and their relative importance. Any response to publicized RFQQs must be considered to the maximum extent practical.
 - (b) Proposals must be solicited from an adequate number of qualified sources. A timeline must be developed for each RFQQ posting.
 - (c) WFC will follow its written method for conducting evaluations of the proposals received and for selecting recipient.
 - (d) WFC must form an internal review panel to review and score each proposal in accordance with the criteria outlined in the RFQQ.
 - (e) Contracts will be awarded to the responsible firm or individual whose proposal is most advantageous to the program, with price and other factors considered.
 - (f) Firms or individuals submitting written proposals will be notified in writing of the approval or denial of their proposal.
 - (g) WFC may use RFQQ procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
4. **Purchases of \$250,001 and above:** Purchases of \$250,001 and above must be made through a formal competitive solicitation process where price or rate quotations are obtained. For these purchases WFC will use a formal Request for Proposals (RFP) method. The technique of RFPs is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. RFP is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
- (a) Requests for Proposals (RFP) must be publicized on Washington's Electronic Business Solution (WEBS), WFC website, and distributed per WFC contact list, and must identify all evaluation factors and their relative importance. Any response to publicized RFPs must be considered to the maximum extent practical.
 - (b) Proposals must be solicited from an adequate number of qualified sources. A timeline must be developed for each RFP.
 - (c) WFC will follow its written method for conducting technical evaluations of the proposals received and for selecting recipient.
 - (d) WFC must form an independent review panel to review and score each proposal that passes the technical review in accordance with the criteria outlined in the RFP.

- (e) Contracts will be awarded to the responsible firm or individual whose proposal is most advantageous to the program, with price and other factors considered.
- (f) Firms or individuals submitting written proposals will be notified in writing of the approval or denial of their proposal.
- (g) WFC may use RFP procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. **Purchases of \$250,001 and above by Sealed Bid:** When sealed bids are required, such bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of 2 CFR 200.320 apply.

Note: The sealed bids method of procurement is usually conducted for construction-type projects. By the nature of its business, WFC does not procure for construction projects and will not use this method of procurement.

6. **Noncompetitive Proposals (Sole Source):** Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- (a) The item is available only from a single source.
 - (b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - (c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity.
 - (d) After solicitation of a number of sources, competition is determined inadequate.

G. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms (2 CFR 200.321)

WFC will take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus are firms used when possible.

H. Contract Cost and Price (2 CFR 200.323)

- 1. WFC will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, WFC will make independent estimates before receiving bids or proposals.

2. Where applicable, WFC will negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
3. Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that incurred costs or cost estimates included in negotiated prices would be allowable for WFC under Subpart E – Cost Principles of the Uniform Administrative Guidance 2 CFR Part 200. WFC may reference its own cost principles that comply with the Federal cost principles.
4. The cost plus a percentage of cost and percentage of construction cost methods of contracting are not allowable.

I. Procurement Review (2 CFR 200.324)

1. WFC will make available, upon request by the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.
2. WFC will make available, upon request for the Federal awarding agency or pass-through entity, pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates when the circumstances detailed in 200.324(b) apply.
3. WFC is exempt from the pre-procurement review if the Federal awarding agency or pass-through entity determines that its procurement systems comply with this part.
 - (a) WFC may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis.
 - (b) WFC may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from WFC that it is complying with these standards. WFC must cite specific policies, regulations, or standards as being in compliance with these requirements and have its system available for review.

J. Bonding Requirements (2 CFR 200.325)

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the requirements of 2 CFR 200.325(a) – (c) must be followed.

K. Contract Provisions (2 CFR 200.326)

WFC's contracts must contain the applicable provisions described in Appendix II of 2 CFR 200 "Contract Provisions for non-Federal Entity Contracts under Federal Awards".

L. Subrecipient and Contractor Determinations (2 CFR 200.330)

WFC will make a case-by-case determination whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor (see Subrecipient and Contractor in the Definitions section of this policy).

In determining whether an agreement between WFC and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of agreement. WFC will use judgment in classifying each agreement as a subaward or a procurement contract.

In compliance with 2 CFR 200.330, WFC will classify providers of WIOA Adult, Dislocated Worker and Youth services and One-Stop Operators as subrecipients.

Specific Requirements for the Procurement of One-Stop System Operators, Youth Services Provider and Adult or Dislocated Worker Service Providers

M. Procurement of One-Stop Operators

1. One-stop operators must be designated and certified through a competitive procurement process. The WDC must be able to document, in writing, that they made their board members and the public aware of the competitive process to be used. That includes providing at least 30-day public notice through media where prospective local, state, and national bidders typically identify such opportunities (e.g., local print newspapers, on-line newspapers, WFC website, other community websites, etc.). Solicitations must include the selection criteria to be used in the process and must be maintained as part of the documentation.
2. The competitive process used by the WDC to procure one-stop operators must be conducted at least once every four years and at a minimum follow the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326.
3. The allowable forms of competitive procurement processes are as follows:
 - Sealed Bids
 - Competitive Proposals
 - Procurement by non-competitive proposals (sole source)
 - I. Sole source can be exercised as per local policies if it complies with federal procurement regulations at 2 CFR 200.320(f) and 20 CFR 678.610 and federal guidance in TEGl 15-16 and one or more of the following circumstances apply:
 - (a) The item or service is only available from a single source
 - (b) Public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation¹
 - (c) The Federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request from the non-Federal entity

- (d) After soliciting several sources, competition is determined inadequate, whether for reasons of number or quality of proposals/bids²

¹Examples of compelling circumstances that outweigh delays that would result from competitive solicitations include the need to avoid a break in services if an operator is terminated for cause or is unable to continue providing services through the end of the contract period.

²Inadequate responses are those judged by a panel of impartial reviewers to score below a pre-determined minimum level on scoring criteria published as part of the solicitation.

Note: Section 12 of TEGL 15-16 cites Uniform Guidance at Section 200.318(i) requires maintaining records that sufficiently detail the procurement history, which includes careful documentation of LWDB decisions to sole source one-stop operators. LWDBs must be able to demonstrate that they conducted enough research and outreach to justify using sole source procurement. Evidence of publishing Requests for Interest, Requests for Proposals, and Invitations for Bidding does not, by itself, sufficiently document the justification for sole source procurement. LWDBs must also document that the solicitation was publicized in a manner providing for full and open competition. DOL interprets WIOA sunshine provisions at Sections 101(g) and 107(e) as requiring LWDBs to present documentation and justification of their decisions to use sole source procurement at open LWDB meetings to provide transparency and perhaps attract additional offerors/bidders for the next competition.

- II. The WDC may be selected as one-stop operators under a sole source agreement only if they demonstrate adherence to appropriate internal controls and establish conflict of interest policies and procedures that identify appropriate internal controls and are approved by the Governor. The WDC must complete a “Request for Waiver to Serve as a One-Stop Operator” and submit it to the State Workforce Training and Education Coordinating Board (WTCEB).
4. The WDC may serve as one-stop operators in the Pierce County workforce development area if they are determined to be the successful bidder in a solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326, and only if approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by a fair and impartial third party free of conflicts of interest and that WDC staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals. The WTCEB and the WDC may work together to establish a list of pre-qualified bidders for this role.

N. Procurement of Youth Service Providers

1. The WDC must competitively award grants/contracts for eligible providers of youth workforce investment activities, except in the case of sole source awards/contracts, and only then if there is satisfactory and demonstrable evidence that there are an insufficient number of providers with the expertise required for serving in school or out of school youth. Bid solicitations must include the selection criteria to be used in this process and must be maintained as documentation of the process.
2. The WDC must be able to document, in writing, that they made their board members and the public aware of the competitive process to be used to identify youth service

providers. This includes providing at least 30-day public notice through media where prospective local, state, and national bidders typically identify such opportunities (e.g., local print newspapers, on-line newspapers, WFC website, other community websites, etc.).

3. The WDC must establish and use criteria, including the ability of service providers to meet performance accountability measures based on common measures, as well as full and open competition consistent with 2 CFR parts 200 and 2900 in addition to applicable state and local procurement laws to procure eligible providers of youth workforce investment activities.
4. In accordance with USDOL regulations, design framework services (intake, objective assessment, development of individual service strategies, case management, follow-up services) may be exempted from a competitive process if the WDC determines that it can more appropriately and efficiently perform these activities. However, the WDC must receive approval of the LWDB and Governor to provide design framework services for youth program participants by submitting a "Request for Approval to Provide WIOA Youth Design Framework Services" to the WTCEB.
5. The WDC must establish local policies and procedures to assess the ability of youth program providers to meet performance accountability measures based on the primary federal indicators of performance for the youth program.
6. The WDC may serve as youth service providers if they are determined to be the successful bidder in a solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326, and only if approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by an impartial third party free of conflicts of interest and that WDC staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals.

O. Procurement of Adult or Dislocated Worker Service Providers

1. The WDC must select providers of adult and dislocated worker training services through a competitive procurement process. Allowable forms of competitive procurement include sealed bid, competitive proposals, and sole source (refer to Section M.3.I). The WDC must be able to document, in writing, that they made their board members and the public aware of the competitive process to be used. This includes providing at least 30-day public notice through media where prospective local, state, and national bidders typically identify such opportunities (e.g., local print newspapers, on-line newspapers, WFC website, other community websites, etc.). Solicitations must include the selection criteria to be used in this process and must be maintained as part of the documentation.
2. The WDC may serve as training service providers if they are determined to be the successful bidder in a solicitation that conforms to the principles of competitive procurement set forth in Uniform Administrative Guidance at 2 CFR 200.318-326, and only if approved internal control and conflict of interest policies are followed. Internal controls include the requirement that the solicitation and scoring process be managed by an impartial third party free of conflicts of interest and that WDC staff and the agency that employs such staff cannot develop the solicitation for proposals, facilitate the scoring process, or score proposals.
3. The WDC can provide adult or dislocated worker training services if granted a written waiver by the Governor based on satisfactory and demonstrable evidence that:

- The WDC determined that there were an insufficient number of eligible providers with expertise in serving adults or dislocated workers to meet local demand. WDC must have come to this determination after having either received no response to a Request for Qualifications (RFQ) or Request for Interest (RFI) or received no response to a Request for Proposal (RFP) or conducted a competitive procurement in which no bidders met the minimum criteria.
- The WDC meets the requirements of an eligible training provider under WIOA Section 122.
- The WDC proposed training services prepare participants for in-demand industry sectors or occupations in the local area.
- The WDC subjected its waiver determination and request to a minimum 30-day public comment period and included all comments received in the final waiver request.
- The WDC must complete a “Request for Waiver to Provide WIOA Adult and/or Dislocated Worker Training Services” and submit it to the WTCEB.

P. Suspension and Debarment (2 CFR 2900)

Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

DEFINITIONS

Contract (2 CFR 200.22): A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.

Contractor (2 CFR 200.23): An entity that receives a contract as defined in “Contract”, above.

2 CFR 200.330(b): A contract is for the purpose of obtaining goods and services for the non-Federal entity’s own use and creates a procurement relationship with the contractor (see 200.22 Contract). Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when then on-Federal entity receiving the Federal funds:

1. Provides the goods and services within normal business operations
2. Provides similar goods or services to many different purchasers
3. Normally operates in a competitive environment
4. Provides goods or services that are ancillary to the operation of the Federal program
5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons

Cooperative Agreement (2 CFR 200.24): A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States and not to acquire property or services for the Federal government of pass-

- through entity's direct benefit or use
- (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award

Federal Award (2 CFR 200.38): Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

- (a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity
- (a)(2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity
- (b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance in paragraph (b) of 200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations
- (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned contractor operated facilities (GOCOs)
- (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement

Federal Awarding Agency (2 CFR 200.37): The Federal agency that provides a Federal Award directly to a non-Federal entity.

Federal Financial Assistance (2 CFR 200.40): For grants and cooperative agreements, assistance that non-Federal entities receive or administer in the form of:

- (a) Grants
- (b) Cooperative agreements
- (c) Non-cash contributions or donations of property (including donated surplus property)
- (d) Direct appropriations
- (e) Other financial assistance

Fixed Amount Awards (2 CFR 200.45): A type of grant agreement under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award.

Grant Agreement (2 CFR 200.51): A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use
- (b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award

Non-Federal Entity (2 CFR 2900): A state, local government, Indian tribe, institution of higher education (IHE), for-profit entity, foreign public entity, foreign organization or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

Pass-through Entity (2 CFR 200.74): A Non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Simplified Acquisition Threshold (2 CFR 200.88): The dollar amount below which a non-Federal entity may purchase property or services using informal purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$250,000, but this threshold is periodically adjusted for inflation.

Subaward (2 CFR 200.92): An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient (2CFR 200.93): A Non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

2 CFR 200.330(a): A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient (see 2 CFR.92 – Subaward). Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:

1. Determines who is eligible to receive what Federal assistance
2. Has its performance measured in relation to whether objectives of a Federal program are met
3. Has responsibility for programmatic decision making
4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award
5. In accordance with its agreement, uses the Federal funds to carry out program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity

ACTION REQUIRED

WFC must adhere to the procurement practices outlined in this policy.

REFERENCES

- WA State Employment Security Department WIOA Title I Policy #5404, Revision 1
- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014, Sections 107(d)(10), 107(g)(1), 121(d)(1-2), 123, 134(c)(2)(C)
- OMB Uniform Guidance 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards, Office of Management and Budget (OMB)
 - Parts 200.318-200.326

- Final Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Office of Management and Budget (OMB); Federal Register Vol. 79, No. 244
 - 2 CFR part 2900, Department of Labor
- Training and Employment Guidance Letter (TEGL) 15-16
- Training and Employment Guidance Letter (TEGL) 23-14, Section 8

INQUIRIES

Direct Inquiries To:

WorkForce Central
3640 South Cedar Street, Suite E
Tacoma, WA 98409-5714
(253) 208-0869

APPROVED

Linda Nguyen, WFC CEO

Date: _____

APPROVED BY WDC

Date _____

EQUAL OPPORTUNITY - EQUAL ACCESS

WorkForce Central is an equal opportunity employer/program.

Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.

Bold Goal Update

BOLD GOAL: By 2025 the workforce system will reduce the number of disconnected young adults, 16 to 24, by half - from 15,300 to 7,650.

BOLD GOAL: By 2025 the workforce system will reduce the number of residents between the ages of 25 to 64 without a High School Diploma or a GED, by half - from 38,475 to 19,237.

Objective 1

Increase business engagement with the workforce system.

Restructure of WDC Business Services Committee to focus on peer to peer business engagement

Completed System Business Solutions Plan for serving business needs. This is also part of integrated system work

Fully implemented customer satisfaction feedback system wide

Newly formed integrated system partner Business Solutions Team
Engaged Organizations:
Clover Park Tech College, Department of Social Health Services, Department of Vocational Rehabilitation, Employment Security Dept., Goodwill, Invista, Pierce College, ResCare, Tacoma Community College, Tacoma Community House

Objective 2

Create an integrated system that align with goals

Implemented common referral process powered by United Way 211

Created a Community Engagement Taskforce with over 30 system partners from various organizations

Fully implemented customer satisfaction feedback system

Aligned grant with Bold Goals expectations– WF applications/proposals C & system partners receive 1.7MM for poverty Reduction

Common system data collection: common definitions developed and trying to pilot data collection and reporting.

Objective 3

Expand and improve the talent pipeline of disconnected young adults and adults to quality jobs.

New WDC committee -Talent Pipeline Committee to focus on pipeline development

Introduction of Power Up Pierce - interest assessment, explore career opportunities and access services and training

Introduced Live. Work. Pierce. – Pierce County Job Portal

Youth Advisory Committee. Young Adult Power Up Pierce Ambassadors

Increased awareness of services via Facebook and Instagram - 228K Facebook followers 2,334 on Instagram

Objective 4

Support individuals to gain employment through a system of wrap around services that is responsive to their diverse experience and needs.

Partner with Adult Basic Education (ABE) providers at community based organizations, community & technical colleges to support a navigator for outreach and engagement in high school equivalency programs

Focus groups with HS21 and GED participants to gain insight into what resources are needed

Promoting United Way's 211 for wrap around service

Employee Membership Assistance Program (EMAP) – Adds additional wrap around services such as legal and confidential mental health assistance

UI Initiative – working with ESD to add wrap around services for UI claimants

Introduced Life Coaches to assist customers with life issues and executive function

WorkForce Central

PY18/FY19 Expenditure / Obligation Progression

Q4 - 06/30/19 Actual as of 8/7/19

ADULT					
	\$ Grant	\$ Expended	\$ Obligated	Total	% Obligated
Q1 September 30, 2018 Report	1,930,572	-	-	-	0%
Q2 December 31, 2018 Report		-	763,982	763,982	40%
Q3 March 31, 2019 Report		319,169	620,346	939,515	49%
Q4 June 30, 2019 Report		913,543	1,273,346	2,186,889	113%

DW					
	\$ Grant	\$ Expended	\$ Obligated	Total	% Obligated
Q1 September 30, 2018 Report	2,045,860	-	620,958	620,958	30%
Q2 December 31, 2018 Report		10,490	896,897	907,387	44%
Q3 March 31, 2019 Report		601,303	558,046	1,159,349	57%
Q4 June 30, 2019 Report		1,163,005	1,441,128	2,604,133	127%

YOUTH					
	\$ Grant	\$ Expended	\$ Obligated	Total	% Obligated
Q1 September 30, 2018 Report	2,028,577	-	991,361	991,361	49%
Q2 December 31, 2018 Report		388,827	968,921	1,357,748	67%
Q3 March 31, 2019 Report		924,487	597,064	1,521,551	75%
Q4 June 30, 2019 Report		1,473,508	1,679,593	3,153,101	155%



FUTURE OF WORK: AUTOMATION, AI, OH MY!

Rise of the Robots author Martin Ford and local experts talk about the Future of Work in Pierce County.

September 26, 4:30 p.m. | University Y Student Center, Tacoma

Join WorkForce Central for the *Future of Work* forum, featuring author and futurist Martin Ford

Tacoma, Wash. — By 2030, 400 million workers worldwide could be displaced by automation. Join futurist Martin Ford, New York Times bestselling author of *Rise of the Robots* and *Architects of Intelligence*, for a look at how automation and artificial intelligence are changing the workplace.

Learn about local efforts from Pierce County leaders in education, business, community and workforce development to prepare workers for the threat — and opportunity—of automation in the workforce.



Where: University Y Student Center, Tacoma

When: Thursday, Sept. 26 at 4:30 p.m.

Register now: <https://bit.ly/2ymirXr>

Refreshments served

Thanks to our sponsors!

**SOUTH SOUND
BUSINESS**



Pierce County



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ECONOMIC
DEVELOPMENT
BOARD
TACOMA PIERCE COUNTY
WASHINGTON STATE, USA

P.C.C.E.T.F

Pierce County Community Engagement Taskforce



WFC Vision and bold goals

The workforce development system will in one way, or another serve everyone.

Special attention to two populations in Pierce County:

By 2025, the workforce system will reduce the number of disconnected young adults, ages 16 to 24, by half from 15,300 to 7,650.

By 2025, the workforce system will reduce the number of residents between the ages of 25 to 64 without a high school diploma or equivalent by half from 38,475 to 19,237.



Collaborations

- ✓ WorkForce Central
- ✓ Sound Outreach
- ✓ Remann Hall
- ✓ Tacoma Pierce County Health Department
- ✓ Tacoma Community College
- ✓ Clover Park Tech
- ✓ Tacoma Urban League
- ✓ Catholic Community Services S.W.
- ✓ Pierce County
- ✓ Juvenile Systems
- ✓ Puget Sound Education services
- ✓ Graduate Tacoma
- ✓ Metro Parks
- ✓ Team Child
- ✓ Metropolitan Development Council
- ✓ Child Care Resources
- ✓ Tacoma Public School District
- ✓ Franklin Pierce School District
- ✓ Bethel School District
- ✓ Job Corp
- ✓ Seattle Credit Union

- ✓ Tacoma Community
- ✓ Tacoma Housing Authority
- ✓ Community Shared Housing
- ✓ Pierce County Library
- ✓ Tacoma Public Library
- ✓ Department of Social and Health Services
- ✓ The TSM Shop
- ✓ Reach
- ✓ Act
- ✓ Career Team
- ✓ ResCare
- ✓ Work Source
- ✓ United Way of Pierce County
- ✓ Palmer Scholar's
- ✓ Goodwill
- ✓ Puyallup School District
- ✓ City of Tacoma
- ✓ YMCA of Greater Pierce County
- ✓ Acceleration Academy
- ✓ Division Of Vocational Rehabilitation
- ✓ Big Brothers Big Sisters



Framework



The Community engagement framework is based on pillars that respect the right of all community members to be:



Informed



Consulted



Involved



Empowered



Placing a premium on fostering and enhancing trust for long-term, sustainable engagement



We must **ACTIVATE!!!**



What is implicit bias?

Implicit bias is ubiquitous in many social service organizations that aim to help communities of color and or experiencing poverty, including workforce development. Implicit bias refers to the attitudes or common stereotypes that affect our understanding, actions and decisions in an unconscious manner.

Four of the most common words that are used incorrectly within organizations that create a high level of divisiveness within our communities and workforce hiring practices.

Equity: justice according to natural law or right; specifically: freedom from bias or favoritism.

Equality: the state of being equal, especially in status, rights, and opportunities.

Diversity: the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc...

Inclusion: the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.



GREATER ECONOMIC VITALITY FOR ALL.



Strategy 1

➤ Outreach

- Building trust within those communities we have so famously underserved.
- Develop and maintain relationship with stakeholder and organizations showing the communities that we are working towards one common goal and that is to become one community throughout Pierce County.
- Social media presence. Social media is activity used by a very diverse group on society and will enable us to spread happening in a wider spectrum.

➤ Providers/ End Users

- Voice gathering Equitable Access
- Relationships with community and representatives, shifting power via customer voice and action.
- Lack of trust, tokenization of community voice, employer buy-in.



Strategy 2

➤ Recruitment

- Blind application review process.
- Hiring committees that truly represent diversity including age, race and gender.
- Clear objectives for the position and transparent decision making.

➤ Strategies/interpretations

- How to conduct the work?
- Where is the lack of communications.
- Understanding the community needs vs. organizational wants.
- Equitable access, valuable outreach, why do we lack of valuable partnerships.



Strategy 3

➤ Retention

- Training staff to recognize and eliminate micro-aggressive (**subtle expression of bigotry**) behaviors.
- Implementations of affinity groups(**group of people linked by a common interest or purpose**) with a direct link to their leadership. If we expect staff to buy in leadership must set the tone.
- Invest in your community, invest in the people giving them exposure and guidance. Ultimately the success of your organization will come from your internal investment of professional development towards your employee, proving they are important as well.

➤ Organizational structure

- Lack of org. capacity, bureaucracy.
- Methodology of organizational work.
- Lack of professionalism and interagency integration.



Internally we must rebuild our community in order to externally rebuild this community

Questions?

P.O.C for this presentation

Tamar Jackson

Director of Community Engagement

Tjackson@workforce-central.org



Young Adult Initiative



Council

- ▶ Serving High Barrier Young Adults
- ▶ Success Stories
- ▶ 3 problems identified



Daniel

- ▶ Was Rescare/WFC helpful to getting you your first job?
- ▶ What did you learn from your experience?
- ▶ What are you doing now?
- ▶ What are your goals?
- ▶ Do you feel like young adults get meaningful chances for paid work?



Young Adult Development Internship

- ▶ How does it look?
- ▶ Where are they located?
- ▶ Updates on Process

