



**LOCAL WORKFORCE INVESTMENT BOARD
BAYAMÓN-COMERIO LOCAL WORKFORCE DEVELOPMENT AREA**



**REQUEST FOR INFORMATION (RFI) TO THE POTENTIAL APPLICANTS INTERESTED IN THE OPERATION
OF THE ONE-STOP CENTER / AMERICAN JOB CENTER**

35 EL NUEVO DÍA Martes, 15 de mayo de 2018

Request for information (RFI, for its acronym in English)

The **Local Workforce Investment Board** is issuing this RFI to gather information on organizations that may be interested in becoming the One Stop Operator/ American Job Center to provide the services provided pursuant to Section 121 of the Workforce Innovation and Opportunity Act (WIOA) to applicants from the Bayamón-Comerio Local Workforce Development Area. Answering this RFI is **OPTIONAL**. It is not necessary for an organization to respond to this RFI in order to submit a request for proposal (RFP). The RFI responses received will **NOT** be considered in any way as part of the request for proposal that this Board may disclose for the services of the One Stop Operator/ American Job Center. The Bayamón-Comerio Local Workforce Investment Board reserves the right to modify or cancel the terms of the RFI at any time.

Abbreviation and Terminology

- 1) WIOA - Workforce Innovation and Opportunity Act- (WIOA, for its acronym in English)
- 2) OSC/AJC – One-Stop Center / American Job Center
- 3) OOSC - Operator of the One-Stop Center

Introduction and Purpose of the RFI

Section 121 of the Workforce Innovation and Opportunity Act, (WIOA), authorizes the establishment of the One-Stop Centers in each Local Area. The One-Stop Center is a system based on the American Job Center concept of the WIOA, in which information and access to services are available in a single physical facility. The OSC / AJC offers information, guidance and dissemination on the services and benefits offered at the Center to employers and all youth, adult or displaced clients who visit it. It provides information on other programs and activities developed by required partners, in addition to other self-service activities to the general public. Section 121(d)(2)(A) of the Workforce Innovation and Opportunity Act (WIOA) requires the Local Workforce Investment Boards to competitively select the One Stop Operator for the One Stop Center also known as the American Job Center.

Applicants eligible for this designation include

- 1) Higher education institution;
- 2) State employment service agency under the Wagner-Peyser Act;
- 3) Faith-based organization, a non-profit organization or an intermediary of the workforce system;
- 4) Private entity for profit;
- 5) Government agency;
- 6) Local Board with the approval of the members of the Board of Mayors designated for such determinations by the Governor;
- 7) Another interested organization that is capable of carrying out the obligations of an operator of the One Stop Center/AJC. Examples of this can be business organizations or labor organizations.

Elementary schools and high schools are not eligible to be selected as the operator of the One Stop Center/AJC. Career service providers included in the Career Services Provider List of this Local Area are not eligible. The Bayamón-Comerio Local Workforce Investment Board has adopted the following criteria, based on the analysis of need for the competitive selection of the Operator of the One Stop Center/AJC:

Physical Structure of the One Stop Center/AJC

The One Stop Center/AJC of the Bayamón-Comerio Local Workforce Investment Area is located at #10th Palmer, Dr. Veve corner, Bayamon, PR 00961. It has a surface area of approximately 1,178 square feet, which includes reception area, divided into 15 cubicles, 2 offices, 2 conference rooms for workshops and activities.

Internal Components

- a) Reception area
- b) Service Offices
- c) Service Cubicles
- d) Workshop and Training Room
- e) Conference room
- f) Telephony Services Facilities
- g) Dining room ("Kitchenette")
- h) Bathrooms
- i) Lactation room

Services/Activities

The flowchart of services within the One Stop Center/AJC is as follows:

a) Orientation

- Customer orientation on the available services
- Complete application
- Collection of preliminary information including profile
- Pre-selected client processing referred by required partners for objective evaluation

b) Evaluation

- Examination and evaluation of the client profile
- Guidance on the evaluation process
- Structured interview
- Complete objective evaluation form
 - i) Basis of answers offered by the client and observations.
 - Administration of specialized tests as necessary, in the areas of basic skills, employment skills, occupational interests, etc.
 - Interpretation of the results of the test.
 - Discussion of the results of the evaluation with the client also with the client elaborates the service plan
 - Evaluation of the inventory of offers provided by the One Stop Center
 - Refer the client to the Local Area and required partner (at their discretion) for appointment and provision of appropriate services
 - ii) The areas that will be included in the objective evaluation are
 - Basic skills
 - Reading, Mathematics, Writing, etc.
 - Employment Experience
 - The jobs, occupations and their duration
 - Occupational skills
 - Technical skills necessary to perform specific occupational tasks
 - Employability
 - If you are ready, able to get and keep a job.
 - Occupational Interests
 - The occupations or careers of the client's pleasure
 - For what the client has the abilities to learn
 - Support services and referrals as required

Technological Platforms

- MIS Platform
- Intranet
- Required partner systems
- Internet
- Technological resources

Schedule

Hours of operation: Monday - Friday from 8:00 a.m. to 4:30 p.m.
Extended hours of service: (weekends, as required).

Budget and Services

- The costs for services have a budget that fluctuates between \$300,000.00 to \$400,000.00, include costs of required partners.
- Approximately 3,000 participants will receive basic career services annually.

The related information of the Regional Plan, Local Plan, Work Specifications and Needs Analysis of the Local Bayamón-Comerio Workforce Investment Board Area can be found at www.juntalocalbayamoncomerio.com.

Procedure to answer the Request for Information (RFI, for its acronym in English)

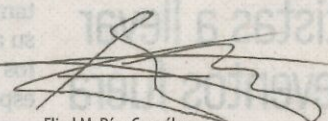
The answers can be sent to the email: juntalocal@wioabayamoncomerio.com or by regular mail to the following address: PO Box 1588, Bayamon, PR 00960-1588, to Mr. Edwin A. Zayas Miranda, Director of the Local Workforce Investment Board. The responses to this RFI will be accepted up to ten (10) days after the publication of this information request (RFI).

This information will only be used by the Bayamón-Comerio Local Workforce Investment Board for purposes of determining the statement of work and the final proposal request that will be published eventually. The answers are also **OPTIONAL**; an organization is not required to respond to this RFI to submit an application to the RFP. The answers should be **limited to no more than 5 pages**.

Please identify the following in your answers:

- 1) Name of the organization
- 2) Address
- 3) Primary contact
- 4) Mission, vision and objectives of your organization
- 5) Main customers
- 6) Services offered
- 7) Any other relevant information

In Bayamon, Puerto Rico, today 9th of May, 2018


Eliud M. Díaz González
President
Local Workforce Investment Board
Bayamón-Comerio

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