



**JUNTA LOCAL**  
DE DESARROLLO LABORAL  

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BAYAMÓN / COMERÍO  

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# **CONTENT OF PROPOSAL AND CRITERIA FOR EVALUATION**

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**SELECTION OF THE OPERATOR OF THE ONE-STOP CENTER**

## CONTENT OF PROPOSAL AND CRITERIA FOR EVALUATION

### A. CONTENT OF THE PROPOSAL

The proposal must not have more than twenty (20) pages from the cover and narrative. It may be penalized with up to ten (10) points for lack of compliance with the required format and sharpness.

1) Format, cover and cover letter (5 points)

As it is presented in the form, it will be counted in the number of pages.

2) Executive Summary, Experience and Qualifications of the Entity or consortium of entities and Organizational Capacity (15 points)

Include a summary of the main aspects included in the proposal about your entity or organization:

- Describe your organization
- Demonstrate knowledge about the Local Area system, your Center and the core programs.
- Mention the successes or achievements of your entity in the past three (3) years.
- Briefly describe why your organization is requesting to be the operator of the OSC and mention its unique or innovative qualities that they separate from other proponents.

Describe the experience of the organization and its qualifications to serve as operator of the Center. Describe all the experience regarding WIA/WIOA or other federal funds. Describe your experience managing the type of coordination required to be an operator. Describe the organizational structure you intend to use.

3) Proposed work strategies

a) Collaboration and relationships: Establish the goals of collaboration and relationships.

b) Describe the strategies to be used to achieve coordination among the partners and Request for Proposals (RFP) Operator of Single Management Center (OSC-AJC), the overall work, and how it will ensure cross-training and shared costs. (30 points)

c) Compliance with the work required (30 points)

Establish service goals and describe the strategies to carry out the work, services to be offered to clients, institutions, and employers. Strategies to attract customers and employers, to comply with the turnover and execution required (30 points)

4) Project Budget (15 points)

Include cost elements in the proposed budget format considered necessary and permissible for the offering of services. (Format sees Annexes)

The costs will be those related to the coordination and integration of all the members of the OSC-AJC and the travel expenses related to the coordination services.

When preparing the budget, you must take into consideration that WDLA will contribute the costs of the center, including: personnel, salaries and fringe benefits, travel, rent, utilities, materials and equipment for the Local Area personnel.

Include the budget for the required service and coordination of the center with the entity's own staff. For the payment of services an invoice will be required accompanied by the documentation of the expenses.

5) Performance (5 points)

Describe how you will ensure compliance with enforcement measures required.

| MEASURE                                | ADULTS | DW  | YOUTH | WP |
|--|--------|-----|-------|----|
| Customer Satisfaction Rate             | 95%    | 95% | 95%   | -- |
| Employer Satisfaction Rate             | 95%    | 95% | 95%   | -- |
| Response rate of referrals to programs | 85%    | 85% | 85%   | -- |
| Level of Data integration              | 95%    | 95% | 95%   | -- |
| Compliance with monthly reports        | 95%    | 95% | 95%   | -- |

**B. CRITERIA FOR THE EVALUATION**

The entities that compete in the selection process of the OSC-AJC operator and service providers may not have been ruled out, suspended or otherwise excluded or ineligible to participate in a program or activity under federal funds.

Therefore, any entity wishing to compete for the selection of OSC-AJC operator must register in the "System for Award Management" (SAM-E) and obtain a "Data Universal Numbering System" (DUN), for the purpose of that the corresponding information is provided. As established in the Federal Regulation of Uniform Administrative Procedures of 2013, the programs that administer federal funds must be governed according to the type of acquisition or purchase in order to ensure an appropriate process being applied, according to what we explain below.

All procurement transactions shall be conducted in a manner that provides a complete and open competition consistent with the uniform regulations. To ensure objective execution, everything that leads to unfair competition must be eliminated. A series of criteria such as integrity, compliance with public policy, prior related experience will be taken into consideration for the selection, both in the private company and in public bodies and technical and financial resources.

**Criteria for the Evaluation:**



## EVALUATION SHEET ASSESSMENT

| Items of Evaluation |  | Score      |
|---------------------|--|------------|
| 1                   | Format, cover and cover letter: sharpness of the document, it may be penalized with up to 10 points if the format and maximum presentation and pages are not complied with | 5          |
| 2                   | Executive Summary, Experience and Qualifications of the Entity / Consortium of Entities and Organizational Capacity  | 15         |
| 3                   | Proposed work strategies<br>a) Collaboration and relationships<br>b) Strategies to be used   | 30         |
| 4                   | c) Collaboration and compliance with the work required   | 30         |
| 5                   | Budget   | 15         |
| 6                   | Performance  | 5          |
| <b>TOTAL</b>        |  | <b>100</b> |