



David Niehus, LWIB#2 Chairman  
CRV Electronics

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# Procurement Policy

of the McHenry County Workforce Network and Board  
Effective January 21, 2015

## PROCUREMENT POLICY: LWIA2

### 1. Background

As a department of McHenry County, the McHenry County Workforce Network (LWA2) and the McHenry County Workforce Network Board (LWIB2), will adhere to the Purchasing Ordinance adopted by the McHenry County Board for purchases of equipment, material goods and supplies; and will use a competitive Request for Qualifications (RFQ) process for training and workforce development services and consulting services for the operational requirements of WIOA.

LWIB2 works with public and private agencies, nonprofit organizations, local area businesses, and educational institutions to create and deliver workforce solutions for McHenry County. We are committed to ensuring equal opportunity to all qualified eligible vendors and organizations wishing to provide workforce development services.

### 2. Procurement Objectives

All LWA2 and LWIB2 expenditures and reimbursements will comply with applicable federal and state laws, regulations, and policies.

McHenry County Workforce Network employees shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors/contractors or potential vendors/contractors.

All procurement transactions shall maximize open and free competition through solicitation of proposals and bids from potential vendors/contractors.

All transactions shall avoid non-competitive practices among vendors/contractors which may restrict or eliminate competition or result in the restraint of trade.

Procedures are in place to ensure that unnecessary or duplicative items or services are not purchased to ensure that positive efforts have been made to utilize small business and minority-owned business sources for procurement.

Employees are prohibited from participating in the selection, award or administration of a contract if a real or apparent conflict of interest exists.

LWIB2 is responsible for issuing contracts and monitoring for compliance, for workforce development and consultative services. All contracts entered into by LWIB2 for these services will comply with applicable federal and state laws, regulations, and policies. Contracts entered into by LWIB2 for these workforce development training and consultative services will be reported to the McHenry County Board.

### 3. Equipment, material goods, and supplies procurement

LWA2 and LWIB2 will observe and adhere to the purchasing and procurement policies of the McHenry County Board for purchases of tangible equipment, material goods and supplies.

#### 4. WIOA Training Procurement

The LWIB2 will establish Individual Training Account (ITA) limits and review and certify local training providers and programs based on:

The degree to which the training programs of such providers relate to in-demand industry sectors and occupations in the LWA2.

The ability of the providers to offer programs that lead to recognized postsecondary credentials.

The quality of a program of training services, including a program of training services that leads to a recognized postsecondary credential.

The ability of the providers to provide training services to individuals who are employed and individuals with barriers to employment.

Meet performance accountability measures and other matters for which information is required under WIAO.

ITA's are not procured and LWA 2 will follow federal and state policies in the selection of eligible training providers and programs.

LWIB2 will select training service providers in consultation with the local employer partner, complying with applicable federal and state laws, regulations and policies where customized training such as On-the-Job Training (OJT), Incumbent Worker Training (IWT), will be utilized.

LWIB2, in consultation with the local employer partner(s), will utilize a competitive RFQ process for Class Sized training services, complying with applicable federal and state laws, regulations and policies where customized Class Sized training will be utilized. LWIB2 committee will review RFQs to select training service provider.

#### 5. Youth Program provider(s) procurement

LWIB2 and the Youth Committee of LWIB2 will utilize a competitive RFQ process for providers of youth activities in compliance WIOA.

ITAs may be utilized, as determined appropriate, in recommendation by the Title I Director, for eligible Youth Program participants. Training providers and programs will be selected from the list of approved providers and programs under WIOA and as further approved by LWIB2. ITAs will adhere to the limits set forth by LWIB2

#### 6. One-Stop Operator procurement

LWIB2 will utilize a competitive RFQ process for of One-Stop Operator Services and One-Stop activities in compliance WIOA. LWIB2 will select One-Stop providers and activities as is determined to most effectively and efficiently meet and serve the needs of LWA2.

#### 7. Other Workforce Development activities procurement

LWIB2 will utilize a competitive RFQ process for procurement for other workforce development activities including but not limited to WIB development, staff development, WIOA implementation and other services as determined necessary.