



## OKLAHOMA OFFICE OF WORKFORCE DEVELOPMENT

### TECHNICAL ASSISTANCE - #TA-04-2020

**DATE:** August 18, 2020

**SUBJECT:** One-Stop Operator Procurement Process

**PURPOSE:**

The Oklahoma Office of Workforce Development (OOWD), as the Governor's chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, provides this technical assistance to the local workforce development areas to clarify the process for required CLEO and Governor approval of a Local Workforce Development Board as a one-stop operator.

**MESSAGE:**

A local workforce development board (LWDB) is an eligible entity for Oklahoma Works One-Stop Operator under OWDI #03-2017 and WIOA § 679.410(a)(1). Local WDBs must compete to be the one-stop operator in the Local Area and meet mandatory competition requirements in 20 CFR 678.605(c) and 678.615(a). In situations in which the outcome of the competitive process is the selection of the Local WDB itself as the one-stop operator, the Governor and the CLEO must agree to the selection of the Local WDB as required by WIOA sec. 107(g)(2).

If selected as One-Stop Operator, a local board is responsible for establishing appropriate firewalls and conflict of interest policies and procedures necessary to comply with the requirements for demonstrating internal controls and preventing conflicts of interest as required by 20 CFR § 679.430. Conflict of interest policies and procedures must include procedures to ensure fair and clear performance monitoring and clear separation of LWDB staff and operations staff must be documented and implemented.

A LWDB must complete the following process to obtain the Governor's approval to serve as One-Stop Operator if competitively procured.

LWDBs must submit a request package to the Oklahoma Office of Workforce Development. The Request Package must include the information below.

1. Letter from LWDB requesting approval for the identified entity of the grant recipient to serve as the one-stop operator;



2. Letter of agreement/approval from the Chief Local Elected Official (CLEO);
3. A copy of the RFP;
4. A summary of the selection process and criteria used to evaluate submissions;
5. A list of the entities who responded to the RFP; and
6. A copy of the conflict of interest policies required by 20 CFR § 679.430.

The Oklahoma Office of Workforce Development (OOWD), as the Governor's chosen Workforce Innovation and Opportunity Act (WIOA) administrative entity, will review request packages and make recommendations for determination to the Governor's Council for Workforce and Economic Development.

**INQUIRIES:**

Please address any questions to appropriate [OOWD staff](#). Contact information may be found at <https://oklahomaworks.gov/about/staff>.