



PUBLIC NOTICE

REQUEST FOR PROPOSAL FOR PROFESSIONAL AND CONSULTATIVE SERVICES
YEAR PROGRAM 2021-2022

The Guaynabo-Toa Baja Local Workforce Development Area administers federal funds from the Innovation and Workforce Opportunities Act (W.I.O.A) of July 22, 2014. As part of the administration of these funds, proposals are required to maintain a collection of potential suppliers for the acquisition of the following services:

1. Professional and Consultative Services related to the administration of funds ("Grant Management Consulting Services") including, but not limited to, opinions on permissible costs and preparation of closure reports, inherent in the administration of WIOA funds. In addition, any federal funds and other sources received by the Local Area. It should include experience in analysis of: Programmatic Work Plans; Advice on Programmatic, Financial, Fiscal and Accounting Matters; Representation in Administrative Views, Entry and Exit Conferences and Periodic Review of General Implementation of the Local Area; Advice the Executive Director of the Local Board and executive management in general and on the preparation of closing reports. The proponent must submit information related to experience with WIOA and any program administered by a WIOA Local Board. The proposal should contain the details of the services, the hourly cost and billing method to be used by the proponent.
2. Professional and Consultative Services related to Legal Consulting including, but not limited to, specialized legal opinions on matters related to WIOA; Human Resources; Litigation in the State and Federal Forum, federal complaints, guidance to staff and participants, as required by the Executive Director. Reviews of programmatic contracts, revisions of programmatic procedure manuals, in areas of support services and other related areas. Guidance to participants on their rights under W.I.O.A. Years of experience at WIOA should be included. The Proposal shall contain hourly fees.
3. Professional and Consultative Services to the Management Information System, internal control and accounting system, including, but not limited to, support in areas of management and accounting systems, as well as internal controls; reporting support generated by SAP, Fast Gov and any other systems established by the Labor Development Program (PDL); support for the financial system and general advice on accounting and financial matters. It is required to be a service provider of the MIP system and any other established by the PDL. The proponent must submit information related to WIOA experience. The proposal should contain the details of the services and the hourly cost.
4. Professional and Consultative Services to the Management Information System under the technological needs that ensures compliance and non-disruption of administrative services and customers. The proponent must have a minimum of five (5) years of experience in federal programs based on implementation and extensive experience in the area of technology and communications, with the appropriate certifications. It should include reference and knowledge about the requirements to comply with WIOA's "Sunshine Provision". The proposal should contain the details of the services and hourly cost.
5. Professional and Consultative Technical Assistance Services in Program Planning and Operation including, but not limited to, Planning and Preparation of Annual, Regional plans and their Amendments (WIOA Funds). Design and development of procedure in tune with WIOA requirements. In addition, other laws related to the Labor Development system, training and training of staff on established systems and procedures, technical assistance in all aspects of operation in required areas and assistance in preparing proposals for search for funds. The proponent must submit information related to WIOA experience. The proposal should contain the details of the services and the hourly cost.
6. Professional and Consultative Services related to website development including, but not limited to, design in beta format, digitization of forms to be completed online, translation into Spanish and English language, design and programming (Responsive Web Design), Ability to recognize images (Optical Character Recognition, OCR), registration of users publishing and accessing documents, images in HTML format, icons with quick access. It should include reference and knowledge about the requirements to comply with WIOA's "Sunshine Provision". The proposal should contain the details of the services and hourly cost.
7. Professional and Consultative Services related to the Database including, but not limited to, creating and editing fields, searches, importing one or multiple participants, sending documents by email, adding new participant information, course registration, printing, calendaring, referrals, follow-ups, case management, among others. The proposal should contain the details of the services and hourly cost.
8. Professional and Consultative Services for the Translation of Spanish and English Language Documents and vice versa. The Proposal shall contain the details of the services and the cost per word.
9. Professional and Consultative Services Promote Youth Activities and Services on and off school, Adults and Displaced Workers including, but not limited to effective promotion, using social media and other advertising methods to interest, motivate, identify, evaluate and refer to the Guaynabo-Toa Baja Local Workforce Development Area Single Management Center/American Job Center (CGU/AJC) to young people inside and outside as defined in Section 129 and, dislocated workers and adults, as defined in section 134 of WIOA. The proposal should contain the details of the services and the hourly cost.
10. Professional and Consultative Services for the Coordination of Events and Activities for Employers including, but not limited to, service providers, individuals, organizations, educational entities, community-based organizations, and for-profit or non-profit corporations, in accordance with the requirements of Section 107 of WIOA. The proposal should contain the details of the services and the hourly cost.

Interested parties must submit their proposal in one (1) White Folder and in digital PDF format on a USB. Loose or stapled leaves, bound, or in binders, will not be accepted.

Interested parties may come to our main office to collect the forms from May 4, 2021 at the time of 8:00 AM - 12:00 PM and from 1:00 - 3:30 PM, at the following address:

Guaynabo-Toa Baja Local Workforce Development Board
Guaynabo City Hall
José Julián Acosta Street, De Diego Street intersection
5th floor
Guaynabo, Puerto Rico
Tel: 787-720-4040, Ext. 6636, 6165 or 6209

In addition, they may also be requested via email to the following address: gortiz@gthwioa.com.

DEADLINE FOR SUBMITTING PROPOSAL IS: MAY 20, 2021

Mr. Oriel Ramírez Rodríguez
President Local Board

Lcda. Helena M. Marquez Acevedo
Executive Director

Announcement required by WIOA Act (P.L. 113-128) of July 22, 2014.
Local Labor Development Board

"We are an equal opportunity employer/program. We have support services for people with disabilities, on request."
TTY: (787) 782-3961