



Montana Department of LABOR & INDUSTRY

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2 Division: Workforce Services Division
3 Category: WIOA
4 Original Effective Date: 07/31/2017
5 Last Revised: 04/16/2019
6 Policy No.: 08-17

7 Service Provider Selection and Provider Agreement Policy

8 **Background:** This policy will provide information on the Workforce Innovation and Opportunity Act (WIOA)
9 service provider selection process and the provider agreements with the selected providers.

10 **Scope:** This policy applies to all service providers operating WIOA Title I, WIOA Title I program
11 manager(s), WIOA fiscal officers and the WIOA monitoring team. This policy is effective April 16, 2019.

12 Policy:

13 Service Provider Selection:

- 14 • Service providers are chosen through a competitive Request for Proposal (RFP) process. The RFP
15 process ensures that operators and programs are responsive to workforce development needs in each
16 area.
- 17 • The State Procurement Bureau of the Montana Department of Administration manages the RFP
18 process. The RFP process must be conducted at least every seven years but the period of time between
19 the RFP process may be shortened. Contracts with the selected providers will be renewed annually
20 during that contract period based on available funding and successful program performance.
- 21 • The Dislocated Worker program funding will be allocated by local area and according to the formula
22 established by the State Workforce Innovation Board (SWIB). The RFP process will award a single
23 statewide contract for services.
- 24 • The Adult and Youth program funding will be distributed by local area and Montana Association of
25 Counties (MACo) District according to the formula established by the SWIB. The RFP process will award
26 a single contract for each MACo District. The selection process will allow for a single service provider in
27 each MACo District for the Youth program and single or multiple service providers in each MACo district
28 for the Adult program.

29 Provider Contracts:

- 30 • In the case of multiple co-contracting providers in the Adult program, the co-contracting providers,
31 through a negotiation process, determine the division of awarded funds. The negotiation process will
32 take into account the scope of service and proposed program operating plan; including the planned
33 activities, planned enrollments and estimated costs of career and training services to be delivered.
- 34 • Co-contracting providers may choose to negotiate a different split of funds with each contract renewal to
35 reflect changes in service delivery; or maintain the same split as the previous contract.