

**Northwest Georgia Workforce Investment Board**  
**Policy & Procedures**  
**Contracting for Adult & Dislocated Worker Training and Intensive Services**

- I. It is the policy of the Northwest Georgia WIB that services for WIA customers will be delivered through the one-stop system whenever and wherever possible.
  
- II. In accordance with WIA, training services for adults and dislocated workers may be provided pursuant to a contract for services in lieu of an individual training account only if:
  - A. The services provided are on-the-job training or customized training and meet the WIA requirements for OJT and customized training;
  
  - B. The WIB determines there are an insufficient number of eligible providers of training services in the local area involved (such as in a rural area) to accomplish the purposes of a system of individual training accounts; or
  
  - C. The WIB determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment. The special participant populations that face multiple barriers to employment are populations of low-income individuals that are included in one or more of the following categories:
    - 1. Individuals with substantial language or cultural barriers;
    - 2. Offenders;
    - 3. Homeless individuals; and
    - 4. Other hard-to-serve populations as defined by the Governor.
  
- III. In accordance with Northwest Georgia WIB policy, training services for adults and dislocated workers may be provided pursuant to a contract for services in lieu of an individual training account if:
  - A. The WIB determines that the needed services/activities cannot adequately be provided: first, through the current operational structure of any of its ITA approved one-stop system partners and second, through approved ITA vendors in the local area;
  
  - B. No other local providers of like programming have responded to ongoing local or state public invitations for ITA program approval consideration;

- C. There is a waiting list for entry into the chosen program that would create a hardship for the applicant who has been assessed as being appropriate for training in that field.

The program of study must be in a WIB authorized demand occupation in the local area.

A minimum of 10 applicants must have been assessed as being appropriate for training in the field to fund classroom-size activity.

The policy to contract for training services is not intended to supplant the ITA system and will be utilized in limited instances only. In all such cases, requisite Federal competitive or non-competitive procurement methods chosen and cost/price analysis will be documented.

- IV. In accordance with Northwest Georgia WIB policy, contracts for services other than training for adults and dislocated workers may be provided when:
  - A. The WIB has specified that the services/activities are needed for its customer base; and
  - B. The services are not available through the partnering agencies in the one-stop system; or
  - C. The needed services are available through the partnering agencies in the one-stop system but the agencies lack sufficient capacity to provide such services to WIA customers.

The WIB may approve contracting with the one-stop partners for the services without undertaking a competitive procurement process if the partner agrees to expand its existing services/activities to include WIA customers.

Funding for services/activities acquired from one-stop system partnering agencies, governmental entities, and non-profit agencies shall be on a cost reimbursement or standard catalog price basis.

WIB contracts and/or agreements for services/activities with one-stop partners will be considered attachments to the MOU between the WIB and one-stop partners and the MOU between the Region One Northwest Workforce Consortium.

Customers will be referred to the contracted services/activities in accordance with the Operators' Memorandum of Understanding.

In all other instances (contracting for services with non-one-stop partners or for services with, but not currently offered by, one-stop partners), requisite Federal competitive or non-competitive procurement methods chosen and cost/price analysis will be documented.