

EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

956 S. Main • Colville, WA 99114 • (509) 684-8421 • Fax (509) 685-6094

<http://www.ewpartnership.org> TDD/TTY (800) 833-6388

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WDC Policy #: 209
Effective Date: 12/10/09
Revision Date:

SUBJECT Exceptions to Individual Training Account System

PURPOSE

This policy defines the process used to award contracts for training services that are exceptions to the Individual Training Account (ITA) process.

BACKGROUND

Formal vocational training services are generally provided through the Individual Training Account system. However, the Workforce Development Council (WDC) may find it necessary to allow an exception to the ITA process should there be an insufficient number of training providers available to accomplish the purpose of the ITA system. Passage of the American Recovery and Reinvestment Act of 2009 (ARRA) further emphasizes the need for training in the workforce system. The WDC may need to increase the availability of training for multiple individuals by contracting for services in high demand occupations.

POLICY

An exception to the ITA policy may be invoked under certain conditions: If the WDC experiences a lack of training capacity within the standard ITA system due to its rural character and limited training options, it may increase the availability of training for multiple individuals by contracting with eligible providers to provide training in demand occupations.

The WDC will determine if there is an insufficient number of training providers existing within the area based on:

- an investigation of local training programs weighed against the number of customers that wish to acquire the training.
- a study of projected enrollment numbers, advertised offerings, and numbers of potential customers, which shows that ITAs are not feasible.

The WDC will maintain a record of such determinations.

The supporting documentation will be submitted to the Workforce Standards and Integration Division (WSID) for approval prior to issuing a request for proposal (RFP) for class-size contracting.

A thirty day response and comment period will be allowed following the publication of the RFP to interested providers.

The WDC will adhere to the principles set forth in WDA Procurement Policy #109 to secure goods and services obtained through funds provided under WIA. The WDC reserves the right to negotiate a sole source agreement when, after solicitation of a number of sources, competition is determined inadequate, and there is only a single feasible service provider that can deliver the training.

The WDC will review proposals and will assure that all costs are allowable, necessary and reasonable. The WDC reserves the right to reject any or all proposals.

Training programs must be on the Eligible Training Provider List.

This policy is consistent with the local operations plan on file with the state.