



ÁREA LOCAL  
DE DESARROLLO LABORAL  
NOROESTE

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## PUBLIC NOTICE

### APPLICATION FOR REGISTRATION OF PROVIDERS OF TRAINING SERVICES FOR ADULTS AND DISPLACED WORKER PROGRAMS 2022-2023

The Local Board for the Development of the Workforce of the Northeast invites service providers, organizations, individuals, educational institutions, Community Based Organizations, and corporations with or without profit and all those who meet the requirements established in Section 122(a)(2), of the Workforce Innovation and Opportunity Act (WIOA) to request admission to the Registry of Training Service Providers for the 2022-2023 Program Year. This registration will allow those training service providers to offer their services through Individual Training Accounts (ITA's) and/or through direct contracts, as provided by the law.

Training services will be available to participants of the Programs for Adults and Displaced Persons from the municipalities that make up the Local Area made up of the municipalities of Canovanas, Ceiba, Culebra, Fajardo, Loiza, Luquillo, Naguabo, Río Grande and Vieques, to be trained in occupations in demand.

In accordance with the changes introduced by the WIOA Act, for the eligibility process of training service providers, there will be an initial eligibility process of one (1) year and a continuous eligibility process for a maximum of two (2) years. Continued eligibility is the determination of a provider's eligibility to continue receiving funds after the initial eligibility period. Those programs that have never been on the state list of training service providers will qualify for initial eligibility. If any training service provider has a program that has undergone changes that require amending their license, they must apply for initial eligibility for that program.

Service providers that have training programs, that are currently under subsequent eligibility, in accordance with the previous law, must apply for continuous eligibility.

Training service providers that meet all the requirements will be part of the State Training Providers Registry. The Northeast Local Workforce Development Board encourages eligible service providers under Section 122(a)(2) of the WIOA to include offerings related to our Northeast Local Area In-Demand Occupations.

The guide with the specifications and requirements for initial and continued eligibility determination will be available to service providers upon request at our office or via email, beginning May 19, 2022 from 8:00 am to 3:30 pm at:


**Physical address:** Area Local de Desarrollo Laboral del Noroeste  
Calle Jorge Bird #12 Fajardo, PR


**Telephone:** 787-953-4700 ext. 100

**E-mail:** [cynthiacruz@cne.gov.pr](mailto:cynthiacruz@cne.gov.pr)

**The Due Date for the filing of applications for the Registration of Training Service Providers Program for Adults and Displaced Workers will be on Friday, June 10, 2022 until 3:00 pm in our offices. All proposals must be addressed to the President of the Local Board. Any questions in relation, please contact (787) 953-4700 ext. 100.**

**AT THE TIME OF SUBMITTING THE PROPOSALS, THE REQUESTED TAX DOCUMENTS MUST BE PART OF THE PROPOSALS AND THEY MUST BE CURRENT AT THE TIME OF THE FILING DATE. NO EXTENSION WILL BE GIVEN TO DELIVER THEM.**

  
Mr. Alessandro Brandi Bonura  
Local Board President  
ALDL Northeast

  
Atty. Ramses J. Aguayo Hiraldo  
Executive Director  
ALDL Northeast

The Northeast Local Workforce Development Area will not discriminate against individuals on the basis of race, sex, religion, national origin, age, physical or mental handicap, creed or political affiliation. Employer with Equal Opportunities and Priority to Veterans and/or family members. Support and Ancillary Services Available Upon Request to Persons with Disabilities. Program subsidized with funds from the WIOA Act. Drug and Alcohol Free Work Center.  
Jorge Bird Street #12, Fajardo, PR 00738 // TEL. 787-953-4700//TDD/TYY 787-801-3348



LOCAL WORKFORCE DEVELOPMENT BOARD  
OF GUAYNABO-TOA BAJA

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## PUBLIC NOTICE

### REQUEST FOR PROPOSAL FOR PROFESSIONAL AND CONSULTATIVE SERVICES YEAR PROGRAM 2022-2023

The Guaynabo-Toa Baja Local Workforce Development Area administers federal funds from the Innovation and Workforce Opportunities Act (WIOA) 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 WIOA 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 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.
8. 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.
9. 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.

Guidelines regarding this RFP will be available from the publication of this announcement until **May 31, 2022**, between 8:00 AM - 12:00 PM and 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, 6479 or 6209

In addition, they may also be requested by email to the following address: [gortiz@qtbwioa.com](mailto:gortiz@qtbwioa.com).

**DEADLINE FOR SUBMITTING PROPOSAL IS: JUNE 10, 2022**

  
Mr. Oriel Ramírez Rodríguez  
President Local Board

  
Cely Inés Torres Avilés  
Executive Director

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

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

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