

PUBLIC NOTICE

PROFESSIONAL SERVICES 2023-2024

The Local Board for Investment in the Workforce of the Northeast Local Area manages federal funds from Federal Public Law 113-128 of July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA). As part of the administration of said funds, proposals are required to maintain a pool of possible providers, evaluation and acquisition of the following specialized professional and consulting services related to said federal funds.

1. ADVICE AND SUPPORT FOR THE ELECTRONIC SYSTEM (CUSTOMER DATABASE)

For the case management of participants and clientele served by the Northeast Local area. You will need to provide advice on statistical quality control related to the clientele as defined by WIOA. Have previous experience in the implementation, development, support, and advice of the systems described above. Experience and knowledge of execution standards and its operation as well as the interrelation of this matter in the handling of cases. Mastery of the concept of the Single Management Center and having the ability to train the human resources that work every day with this matter. The proposal must contain the hourly fees and billing method to be used for the proponent.

2. MAINTENANCE AND TECHNICAL SUPPORT FOR INFORMATION SYSTEMS (MIS) / LAN/WAN NETWORK

Offer professional services and advice on the accounting system and the monitoring and use of different modules through support and training to the person. Also, request proposals to offer professional services at the end of fiscal year 2022-2023. The proposal must contain the hourly fees and the billing method to be used by the proponent.

3. MAINTENANCE AND TECHNICAL SUPPORT FOR THE LAN/WAN NETWORK

Including, but not limited to, providing maintenance at the operating system level to computer equipment, technical support for problems at the hardware level, detection of problems and/or recommendation of solutions, technical support, maintenance, and monitoring of networks for the communications between offices and configuration maintenance and knowledge of equipment and programs for data backup. The proposal must contain the hourly rates and the billing method to be used by the proponent.

4. WIOA TECHNICAL ASSISTANCE

Bidders must have experience and proven capacity in the Programs related to WIOA and with other state, federal and/or municipal funds related with workforce development. The activities for which a proposal is requested are the following: (a) technical assistance in matters related to the programs, activities and services that are developed in the Local Area, (b) technical assistance in the preparation of the Quadrennial Plan, Regional Plan, Work Specifications, and respective modifications and (c) technical assistance in the identification of funds to develop activities related to the development of the workforce. The services may be offered to the Board of Mayors, Local Board, the staff, and the technical and managerial personnel of the Local Area. The proponent must include in your proposal professional profile, previous experience as an advisor, as well as the fees to be charged.

5. LEGAL CONSULTANCY IN MATTERS RELATED TO HUMAN RESOURCES AND ADMINISTRATION

Offer professional services and legal advice on matters related to the area of human resources and administration. Proponents must have experience in the regulations and application of the municipal code of Puerto Rico, Law 107-2020, and other related legal matters.

6. BROADCASTING AND PRESS

Offer broadcasting services of ALDL Northeast services and programs.

7. EMPLOYEE ASSISTANCE PROGRAM

Offer services to create a work environment where there is harmony and maximum productivity, while reducing employee absenteeism and conflicts to the approximately 35 employees of the Northeast Labor Development Local Area.

8. MIP ACCOUNTING SYSTEM AND CLOSING OF THE FISCAL YEAR

Proponents must have experience and proven capacity in the MIP and FAS GOV Accounting Systems; They will offer advisory services, carry out follow-up tasks through support and training for personnel. Also include services to carry out the closing of the current fiscal year. The proposal must contain the hourly fees and the billing method to be used by the proponent.

9. Advice on Human Resources for the restructuring, updating and classification in accordance with the WIOA Law

Technical and specialized advice for a restructuring of human resources according to the provisions of the WIOA Law.

Área Local de Desarrollo Laboral del Noreste- ALDL
Calle Jorge Bird #12, Fajardo, PR 00738
Tel. (787) 953-4700 ext. 100

The **deadline** to submit your proposals is on or before 3:00 pm on **March 10, 2023**. Please request the Guide which describes the activities and how to write the proposal through email at info@cne.gov.pr from **February 7- 10, 2023** from 8:00 a.m. to 3:30 p.m.

Mr. Alessandro Brandi Bonura
Local Board President
ALDL Northeast

atty. Ramses J. Aguayo Hiraldo
Executive Director
ALDL Northeast