



DuPage County Workforce Board One Stop Operator Procurement Policies/Procedures

The DuPage County Workforce Board adopts the following in addition to the [DuPage County Procurement Ordinance](#) as it relates to the procurement of a One Stop Operator:

- (1) Persons and entities involved in the competitive process to select a one-stop operator using Federal funds must be free of apparent or real conflicts of interest. Under the Uniform Guidance at 2 CFR 200.318(c)(1), conflicts of interest would arise when the employee, office or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated has a financial or other interest or a tangible personal benefit from a firm considered for a contract.
- (2) Consistent with WIOA sec. 121 (d)(4)(A), any members of the DuPage Workforce Board who identify a real or apparent conflict of interest, regardless of whether the conflict is with the individual or affects a member's organization, shall recuse themselves from all stages of the procurement proceedings.
- (3) Information contained in the proposals submitted by bidders/offerors must be maintained in a manner that is confidential, to avoid the use of the information to another offeror/bidder's advantage and to prevent collusive bidding.
- (4) No entity that develops or drafts specifications, requirements, statements of work, IFBs or RFPs, and evaluation of proposals may compete under that procurement (2 CFR 200.319(a)).

Timing: In accordance with the WIOA Joint Final Rule, a competitive process for selecting a One Stop Operator will be conducted at least once every four years.