

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-11: Policy on Unsolicited Proposals

Effective date: July 1, 2015
(Original effective date: June 26, 2009)

SUBJECT: Policy on Unsolicited Proposals

PURPOSE AND REFERENCE:

This policy establishes guidelines to be followed when unsolicited proposals are received by WDB staff, WDB committee members, or by WDB members for the use of uncommitted WDB funds.

POLICY:

- Unsolicited proposals must meet the following minimum standards for initial consideration by the WDB Executive Director:
 - ✓ Provide needed services that are consistent with the WIOA regulations and with the WDB's own established priorities
 - ✓ Provide documentation that supports one or more of the following WIOA requirements for noncompetitive proposal/sole source:
 - Service(s) in the proposal is/are available only from that organization.
 - Public exigency or emergency for the proposal service(s) will not permit a delay resulting from competitive solicitation.
 - Employment Development Department (EDD) gave written authorization for the proposal.
 - After solicitation of a number of sources for the proposal service(s), competition is determined inadequate.
- The WDB Executive Director may accept unsolicited proposals for subsequent consideration by the WDB, or may reject them.
- Unsolicited proposals may be used as a basis for establishing a Request for Proposals (RFP)
- The Executive Director will refer previously screened unsolicited proposals to the appropriate WDB committee for consideration and subsequent action by the WDB Executive Committee and/or the full WDB.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.