

**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES  
YEAR PROGRAM 2024-2025**

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 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. Advice on matters related to planning and WIOA performance metrics, must have experience and knowledge of WIOA performance standards as well as the interrelation of this matter in case management.
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. Bidders must have experience in the regulations and application of the Puerto Rico Municipal Code, Law Act 107-2020, and other related legal matters.
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 related experience in WIOA experience.
4. **Professional and Consultative Services to the Management Information System NETWORK/ LAN/ WAN / LICENSES / SERVERS**, including, but not limited to providing maintenance of operating systems 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 communications between offices and configuration maintenance and knowledge of equipment and programs for data protection.
5. **Websites Maintenance Services** including, but not limited to, digitalization of forms to be completed online, design and programming (Responsive Web Design), registration of users publishing and accessing documents, periodically upload documents in PDF, PNG, Power Point, or other formats to the portal. Publish and access documents that can be filled out online. Periodically update the access icons to all relevant state and federal laws and regulations, as well as Public Policies required by law, as requested by the Board. It should include reference and knowledge about the requirements to comply with WIOA's "Sunshine Provision".
6. **Professional Services for the Translation of Spanish and English Language Documents.** The Proposal shall contain the details of the services and the cost per word.
7. **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.
8. **Management Application for Reporting and Participant Data Entry** system to be able to build a reliable database of information on the participants we serve.

Guidelines regarding this RFP will be available in digital format beginning Tuesday, May 14, 2024 through May 28, 2024 until 3:30 p.m. They can be requested through the following email to: [juntalocal@gtbwioa.com](mailto:juntalocal@gtbwioa.com). Indicate the name of the services for which you are requesting in the Subject: Ex. ALDL-GTB professional services DOCUMENT TRANSLATION SERVICES. The goods or services requested in this bidding process will be financed with federal funds. Therefore, it is a requirement that proposers present evidence of their Unique Entity ID from the System for Award Management known as SAM. Proposers who are not registered in the SAM System must carry out the relevant procedures in the SAM System (<https://www.sam.gov/>).

All proposals must be submitted in sealed envelopes in original and one (1) copy on or before June 7, 2024 at 3:30 p.m. at the following address:

**Guaynabo-Toa Baja Local Workforce Development Board**

Guaynabo City Hall  
5th floor  
José Julián Acosta Street, De Diego Street  
Guaynabo, Puerto Rico

  
Mr. Oriel Ramírez Rodríguez  
Local Board President

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."

"Authorized by the Office of the Electoral Comptroller OCE-SA-2024-01415"

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