**POCONO COUNTIES**

**WORKFORCE DEVELOPMENT BOARD (WDB)/**

**WORKFORCE DEVELOPMENT AREA (WDA)**

EO COMPLIANCE

MONITORING TOOL

**Primary Areas of Concern:**

* Compliance with public notice requirements
* Review of Administrative EO Organizational Structure
* EO Complaint and Grievance Policy
* EO staff knowledge/training
* EO Record retention

Monitored By:

Date of Monitoring Report:

**PROCUREMENT PROCESS**

1. Was the Operator Procured as required by a competitive

 RFP Process? [ ]  YES [ ]  NO

1. Was the RFP process for procuring the Operator public and

 in compliance with Federal/State requirements of the

Workforce Innovation & Opportunity Act? [ ]  YES [ ]  NO

1. Were there multiple proposals received in response to the

 RFP? [ ]  YES [ ]  NO

4. Was the awarding of the contract done at a publicly advertised

 Meeting of the Pocono Counties Workforce Development Board? [ ]  YES [ ]  NO

5. What is the Contracted Costs for the Operator?Click or tap here to enter text.

6. Are the costs reasonable? [ ]  YES [ ]  NO

**Issues/Concerns:**

**TERMS OF THE AGREEMENT/PERFORMANCE GOALS**

1. Are the Operator Roles and Responsibilities clearly defined

 In the Agreement? [ ]  YES [ ]  NO

1. Are the reporting/performance responsibilities and goals defined

 in the Agreement? [ ]  YES [ ]  NO

1. How often does the Operator meet?Click or tap here to enter text.
2. Does the Operator keep minutes of the meetings? [ ]  YES [ ]  NO
3. Does the Operator provide regular reports to the PCWDA Board? [ ]  YES [ ]  NO

####  Does the Operator provide reports regarding Performance Goals

####  and outcomes described in the Agreement? [ ]  YES [ ]  NO

1. Is the Operator meeting the performance goals as described

 In the agreement? [ ]  YES [ ]  NO

1. Is the Operator in compliance with the responsibilities and terms

of the agreement? [ ]  YES [ ]  NO

**Issues/Concerns:**

 **SUMMARY/FINDINGS**

1. **AREAS OF CONCERN/DEFICIENCIES**

1. **STRENGTHS**

1. **BEST PRACTICES**

REV. 4/1/20