**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