

**SERVICE PROVIDERS  
POSTED WORKERS PROGRAM**

**SERVICE SPECIFICATION GUIDE  
JOB FAIR  
"I DARE YOU"**

**Title I of the Workforce Opportunity and Innovation  
Act**



## **Introduction:**

The Manatee/Dorado Local Workforce Development Area is one of the entities designated to administer Workforce Opportunity and Innovation Act (WIOA) funds for the municipalities comprising the Local Area; Barceloneta, Ciales, Dorado, Florida, Manatí, Morovis, Vega Alta and Vega Baja.

The WIOA Act was signed on July 22, 2014, and went into effect on July 1, 2015. This law provides funding from the Federal Department of Labor, through the Training and Employment Administration to provide services to eligible youth, adults, and displaced workers with barriers to employment so that they can access new skills that allow them to enter the labor market.

In its design, the WIOA Act aims to help people who are looking for a job, to have access to job offers or opportunities, education, training, and support services to succeed in the labor market, and that in turn employers have access to employees with skills to compete in the global economy.

The Local Board of " Work Connection" Local Area Manatí/Dorado has the obligation to identify and hire, when necessary, service providers for the scope of strategies and program planning.

## **Purpose:**

This guide aims to establish the requirements of proposals to receive proposals with the purpose of offering a Job Fair for the Displaced Workers Program thus serving to provide the insertion of our Displaced Persons to the Labor Market in order to contribute for good and the economic development of our geographical area in accordance with the provisions of the Title I of the Law of Opportunities and Innovation of Labor Force (WIOA). This activity allows our displaced community to learn about the new alternatives we have available so that they can integrate and be part of the Workforce of our region.

## **Description:**

The presentation of a Proposal for the Planning, Organization, Development, and Implementation of a massive activity is requested in which participants who visit us are offered the opportunity to find several employment opportunities near their residence and thus be able to contribute to the economy of the region.

## **Alternatives of facilities to celebrate the activity of Educational and Employment Fair:**

- Auditorium Recreational Facilities Tortugero, in the Municipality of Vega Baja,
- Juan Aubin Cruz Abreu Coliseum, in the Municipality of Manatí.
- Reception Center of the Municipality of Vega Alta.
- Convention Center of the Municipality of Barceloneta and

- Other facilities available.

**Equipment Required at the Event Facilities:**

- Parking.
- Safety.
- Air conditioning.
- Bathrooms.
- Space to consume and provide food; (Living room)
- Receiver.
- Powerful Sound System.
- Screen to Project Job Offers, Advertisement.
- Boost – Tables duly identified with "Labor Connection" and American Job Center (As confirmed by Educational Institutions, Employers with Job Offers, Partners, Registration Area).
- Chairs (As confirmed by Educational Institutions, Employers with Job Offers, Partners, Dining Room, Registration Area).
- Tablecloths (As confirmed by Educational Institutions, Employers with Job Offers, Partners, Dining Room, Registration Area).
- Badges (Dboards identifiers for each station).
- Among others, according to the need.

**Promotion and Dissemination of the Activity required are:**

- Create Art and Distinctive Logo of the Activity for promotion.
- Sound Bus announcing the activity in all the towns that make up the Manatí-Dorado Local Area one week before the event, once a day for each town. The area of dissemination will be established in the contract.
- Installation of days (2) Posters size 3 x 6 full color that promote the activity in each town that make up the ALDLMD, preferent in the main roads, residential public housing, shopping centers among others. These must be installed by the company.
- Five thousand (5,000) Promotional full color sheets.  
Local Area Social Media Advertising (*promotional Boost*).
- Publication of two-color advertisements on full page with a national newspaper. The publication will be at the rate of one announcement per week, two weeks before the activity.
- Ad Spot on FM Radio of 30 seconds (adult audience station), three times a day for one week before the event.
- Advertisement on Billboard located in the towns that make up the ALDLMD for a week twice a day.

**Required Stations and/or Assembly Areas:**

- Three (3) tables in the registration area, two (2) chairs per table and cloth tablecloth and identifiers with the logos of Connection Laboral and American Job Center (*resources will be provided by the Manatee-Dorado Local Area*).

- Employers Area with real job offers available to recruit immediately.
- Area to locate the Eight (8) Single Management Centers that make up the Manatee-Dorado Local Area.
- Area for Mandatory Partners.
- Living room with chairs and tables.
- Area of Internet Connection, with Computers and Printers. (Must provide equipment, paper, and inks).

**Resources to Offer six (6) Workshops of (20 minutes) on the following topics:**

- Resume Preparation.
- Update Resumé.
- Professional Image for a job interview.
- Exploration and Career Planning.
- Empowerment.
- Basic Skills of Entrepreneurship and
- Incentive opportunities for small and medium-sized enterprises.

**Service stations with Resource Assistance aimed at:**

- Prepare a summary.
- Acquire documents such as:
  1. Certificate of Good Conduct
  2. Criminal Record Certificate.
  3. Certifications required for hiring.

**Ushers and Watchers:**

- Location of ushers to direct participants in the different areas.
- Guards are required to maintain the safety of all personnel.
- A paramedic is required to provide the necessary services in an emergency.

**Lettering and Image:**

- All Areas must be identified with the Manatee-Dorado Local Area Work Connection Logo.

**Snack and Lunch:**

- It offers snack and lunch to all staff attending the activity. (Including Employment Employers, Training Providers, Mandatory Partners, Manatee-Dorado Local Area Personnel, and all personnel hired for the activity).
- Keep water bottles for visitors and all staff available throughout the event.

**Personal Uniform for the Activity:**

- An Official Shirt with the event art and the Labor Connection logo must be provided to ALDLMD employees and employees of the company that offers the coordination of the event.

**Administrative Activities:**

- Once the activity is completed, the following must be delivered along with the invoice:
- Photos of the Activity.

- Video of the Activity.
- Attendance Reports.
- Reports of Records to the different Services.
- The number of people who were served in the workshops.
- Number of Attendees to the Activity (Main Registry).
- Number of Employers who Attended the Activity with a list containing the name of the person representing the company, Company Name, telephone, email.
- Number of Job Offers available for the Activity.

**Other:**

- Maintenance Service (Bathrooms, Common Areas, Dining Room, etc.) to keep the areas clean before, during and after the event.

**General Provisions:**

- The Manatí/Dorado Local Labor Development Board will be receiving proposals from the publication of the announcement, until Thursday, April 13, 2023 at or before 4:00pm.
- A printed original and copy in USB digital format will be delivered.
- The service provider must submit a proposal specifically for the services required as set forth in the Service Specification Guide.
- The proposal must be delivered to the following physical address and addressed to:

**Miguel Vega Rivera- President Local Labor  
Manatí/Dorado Local Labor Development Board  
Juan Cancel Ríos Government Center  
Urbanization Cataluña Esquina Calle 1  
Road 140 Km. 68.1 Barceloneta Puerto Rico**

- The proposals received, which do not comply with the provisions of this Guide, will not be considered during the evaluation process, and will be returned to the proposer, by written communication. The reasons and your right to request for reconsideration before the Local Board, within fifteen (15) calendar days after receipt of notice by registered mail with acknowledgment of receipt.
- After the proposals are evaluated, a written communication of approval, approval with modification or denial will be issued, as appropriate to each service provider and approved by the Local Board. Proposals that are denied, will be sent a letter setting out the criteria for which they were not selected and their right to request a reconsideration before the Local Board, within fifteen (10) business days after you have received the notification by certified mail with acknowledgment of receipt or by email with the due certification of receipt from the party. The supplier who receives a letter with modification must be answered within five (5) working days to notify in writing of its acceptance and commitment to fulfillment, it will be sent with acknowledgment of receipt. The proposer

not answering or not accepting the recommendation within five (5) business days will be eliminated from the process on the understanding that his proposal was denied.

- The financial capacity of the proposer shall be assessed. For this, financial indicators will be used which will provide measures that demonstrate the ability of the proposer to meet its short-term commitments: liquidity (current assets and liabilities). For this, the proponent will present a Compiled Financial Statement of the business, partnership, or corporation of the last operational year. If the turnover exceeds three million dollars, it will be required that the financial statement be audited by a Certified Public Accountant.
- Provide a faithful and accurate copy of the documents required for contracting services with private suppliers. The documents will be delivered in one (1) folder separate from the proposal and copied in USB digital format.

Questions about the scope of services and/or any questions about this request should be directed to Ms. Yamilette Ramos De La Cruz, Executive Officer, or Ms. Rosaly Sanchez Torres, Career Development and Training Coordinator, at (787) 884-4055 ext. 201 or 205 and/or by email to [yramos@aldlmanatidorado.org](mailto:yramos@aldlmanatidorado.org) [rsanchez@aldlmanatidorado.org](mailto:rsanchez@aldlmanatidorado.org).

#### **Format and Content of the Proposal:**

- The proposal will be prepared in narrative form, and it is required to follow, strictly, the following order:
  - Table of Contents.
  - Copy of the Announcement.
- Letter of Justification and/or Introduction; the cover letter must include the name, title, address, and telephone number of the person authorized to represent the company before the Local Area. This letter must be signed by the President, Owner, or Chief Executive Officer of the company. The letter will specify the activity for which the proposal. The letter will be addressed to the President of the Local Board of "Labor Connection" Manatí-Dorado Local Area, Mr. Miguel Vega Rivera.
- Executive Summary of the Proposal. Complete the Form provided for this purpose. You must complete it in its entirety including the annexes in the order in which they are requested.
- Documents required as part of the proposal, and these documents are the minimum required when the proposal is submitted and must be current as of the date the proposal is submitted. If these two requirements are not met, the proposal will not be received.
- The proposer will deliver a single folder of documents according to the corresponding annex, regardless of the number of proposals submitted.

1. Annex III-C-Instrumentalities of the ELA
2. Annex XIX-A-Legal Persons (Corporation)
3. Annex XIX-B-Natural Persons

#### **Evaluation Criteria:**

- The Local Workforce Development Board will use the following criteria and scores to evaluate proposals:
  - a. Excellent (5 points)
  - b. Good (4 points)
  - c. Satisfactorily (3 points)
  - d. Unsatisfactory (2-0 points)

**Proposals will be evaluated taking into consideration the following:**

Indicators	Top score
Previous Experience of the Company in the Preparation of Similar Activities.	5
Qualifications of Staff to work these types of Activities	5
Adequate description of the Logistics of the Activity.	5
Integrates innovative strategies for the development of the Activity.	5
Sets projected level of achievement.	5
Marketing Strategy and Promotion of the Activity.	5
Financial Capacity of the Company.	5

	Top score
Previous Experience of the Company in the Preparation of Similar	5
Qualifications of the Staff to work this type of Activities.	5
Description of the Logistics of the Activity.	5
Innovative strategies for the development of the Activity.	5
Projected level of achievement.	5
Marketing Strategy and Promotion of the Activity.	5
Financial Capacity of the Company.	5
	5

**The committee will use the following scale to determine the proposals it favorably recommends:**

<b>Punctuation</b>	<b>Results on Scoring Scale</b>
40-36 (100 a 80 %)	Recommended
35-32 (79 a 70%)	Recommended with Modification
31-0 (69%)	Rejected

**Proposer's qualifications:**

- The proposer must meet the following requirements and conditions.
- Experience and knowledge in Coordination and Assembly of Educational and Employment Fair Activities.

**Cost of Requested Services:**

- The service fees proposed by the proposer shall be reasonable and subject to negotiations with the ALDLMD. The funds allocated to this project originate from the designation of funds to the ALDLMD for these purposes and the services to be contracted will be subject to the availability of the funds described.

**Deadline to submit the Proposal:**

- Proposals must be submitted on or before 4:00pm on Thursday, April 13, 2023 at the Office of the Local Board of "Labor Connection" Local Area Manatí/Dorado, located in the Urbanization Catalonia, Corner Calle 1, Highway 140, Kilometer #68.1 Barceloneta, Puerto Rico (exit 55 of the Express Premium Outlet).

Yamilette Ramos De La Cruz  
Executive Officer  
Local Board "Labor Connection"  
Manati-Dorado