

Green Country Workforce Development Board

The Green Country Workforce Development Board (GCWDB) in Oklahoma is looking for a consultant to assist with the procurement of a One Stop Operator. Per the requirements of [TEGL 15-16](#), the entity selected for this project must be capable of exercising professional and ethical judgement and if selected, will be required to submit a Conflict of Interest statement.

Please review the information below and attached, if interested return your quote by March 31, 2021.

The consultant will be expected to provide the following minimum deliverables:

- Coordinate with the GCWDB and Local Elected Officials to develop an RFP consistent with guidelines and requirements of [OWDI #10-2017](#).
- Facilitate the entire RFP process including, but not limited to: development of RFP and solicitation of bids, receive and record all responses, assignment of reviewers, conduct scoring/evaluations, overview and recommendation, contract file, procurement file, and maintaining procurement packet.
- Assist with the Request Package as required in [#TA-04-2020](#).
- Assist in the develop of a contract/agreement consistent with guidelines and requirements of OWDI [#10-2017](#)

Any cost incurred for these consulting efforts must be necessary, reasonable, allowable, and allocable consistent with financial cost principles as found in OMB Cost Principles Circular.

Cost should cover research, minimum deliverables listed above, planning time and time and travel, if necessary.

Return quotes to:

Rachel D Hutchings
Executive Director
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