

WHITE RIVER PLANNING AND DEVELOPMENT DISTRICT, INC.

Noncompetitive Proposals 'Sole-Source' Procurement Form

Noncompetitive proposals - Also known as 'sole-source'. this procurement method is appropriate when an item is available only from one source, when a public emergency does not allow for time of the competitive proposal process, when the federal awarding agency authorizes or after a competitive process, the competition is deemed inadequate. The procurement must be documented.

Staff member name: One-Stop Committee

Amount of purchase: \$ 35,262.24

Date of purchase: Starts 7/1/25 Ends 6/30/26 with an additional 8 year extension possibly.

Describe briefly the justification of goods or services procured:

Please See Justification attached.

Complete the following disclosure statement for all advertisements (Stevens Amendment):

WIOA is federally supported 100 % by the US. DOL as an award
(Program) (Percentage) (Federal Agency)

totaling \$ 2,510,000 with \$ 0.00 . 0.00 % state, local and/or governmental funds.
(Amount) (Amount) (Percentage)

The Executive Director shall approve all sole source purchases.

☒ Item is available from only one source

☐ Public emergency has not allowed time for competitive proposal process

☐ Competition is inadequate. (Please attach supporting documentation)

Stacy Anderson Irish Miller Ken Palm
Signature(s) of Procurement Team

7/1/25
Date

Byron Sutherland Fiscal Officer
Signature of Fiscal Officer

7/1/25
Date

Janet Smith
Signature of Executive Director

7/1/25
Date

Justification for Sole Source Procurement

The procurement process for this contract was conducted in compliance with established competitive procurement procedures. A Request for Proposals (RFP) was distributed to a list of qualified potential bidders. Several vendors requested and received the RFP packet; however, despite the open and competitive opportunity provided, only one vendor submitted a final proposal by the established deadline.

Because the procurement process was competitive and all interested parties were given the opportunity to respond, the receipt of a single proposal does not indicate a lack of competition, but rather that no other vendors chose to submit. In such cases, the procurement is considered a sole source by circumstance, not by design. Awarding the contract to the single responsive and responsible bidder is therefore justified, as the process was conducted fairly, openly, and in alignment with federal and state procurement standards.

NCA WDB One-Stop Operator Proposal Scoring Sheet

Proposer Name: WRPDD

Evaluator Name: Stacy Gundersen

Criteria	Max Points	Score (0-Max)	Notes/Comments
Completed Cover Sheet	0	<u> </u>	
Specific documentable experience as a One-Stop Operator	15	<u>15</u>	Current Service Provider. No issues
Specific documentable experience in working with WIOA or other required program partners	15	<u>15</u>	Documented History
Demonstrated understanding of federal/state laws and regulations	10	<u>10</u>	
Description of outreach to customers, partners, and employers	10	<u>9</u>	
Disclosures and adherence to requirements	10	<u>10</u>	
Proposal budget	40	<u>36</u>	
TOTAL	100	<u>95</u>	

Meets at least 70 points out of 100? ☒ Yes ☐ No

Evaluator Signature: Stacy Gundersen

NCA WDB One-Stop Operator Proposal Scoring Sheet

Proposer Name: White River Planning and Development District, Inc.

Evaluator Name: Trish Miller

Criteria	Max Points	Score (0-Max)	Notes/Comments
Completed Cover Sheet	0	<u> </u>	
Specific documentable experience as a One-Stop Operator	15	<u>15</u>	
Specific documentable experience in working with WIOA or other required program partners	15	<u>15</u>	
Demonstrated understanding of federal/state laws and regulations	10	<u>10</u>	
Description of outreach to customers, partners, and employers	10	<u>10</u>	
Disclosures and adherence to requirements	10	<u>10</u>	
Proposal budget	40	<u>40</u>	
TOTAL	100	<u>100</u>	

Meets at least 70 points out of 100? ☒ Yes ☐ No

Evaluator Signature: Trish Miller

NCA WDB One-Stop Operator Proposal Scoring Sheet

Proposer Name: WRPD

Evaluator Name: Karen Palmer

Criteria	Max Points	Score (0-Max)	Notes/Comments
Completed Cover Sheet	0	<u> </u>	
Specific documentable experience as a One-Stop Operator	15	<u>13</u>	
Specific documentable experience in working with WIOA or other required program partners	15	<u>14</u>	
Demonstrated understanding of federal/state laws and regulations	10	<u>8</u>	
Description of outreach to customers, partners, and employers	10	<u>9</u>	
Disclosures and adherence to requirements	10	<u>8</u>	
Proposal budget	40	<u>39</u>	
TOTAL	100	<u>91</u>	

Meets at least 70 points out of 100? ☒ Yes ☐ No

Evaluator Signature: Karen Palmer