

STATE OF SOUTH DAKOTA
BUREAU OF ADMINISTRATION
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

ONE-STOP OPERATOR

PROPOSALS ARE DUE NO LATER THAN April 05, 2018; 5:00 p.m. CST

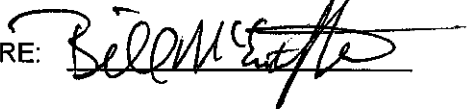
RFP #: 1285

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READ CAREFULLY

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One-Stop Operator for WIOA Title I Adult and Dislocated Worker Programs

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Executive Summary

The South Dakota Division of Field Operations, under the South Dakota Department of Labor and Regulation (SDDLRL) proposes to be the One-Stop Operator for the State of South Dakota and provide services to WIOA Adult, Dislocated Workers, and Youth.

The Division of Field Operations is responsible for the SDDLRL local offices in communities across the state and has for decades. Its mission is to achieve a skilled workforce contributing to economic development by efficiently and respectfully serving businesses, job seekers, and community partners through innovative workforce development solutions and serving as an information resource.

These funds would assist in providing the wages for the Division of Field Operations program assistant and the Director over the proposed timeline. Wages for the local office staff would be provided by other resources.

The 12 SDDLRL local offices the state is located in the following communities: Aberdeen, Brookings, Huron, Madison, Mitchell Pierre, Rapid City, Sioux Falls, Spearfish, Vermillion, Watertown, and Yankton.

Every year the trained professionals of the local offices assist job seekers and employers with their employment needs by providing dedicated career services. Each office has resources for both job seekers and employers. These resources help job seekers identify opportunities, prepare for interviews, and obtain productive employment. They also help employers locate and hire the workers they need to grow their organizations and businesses.

Title I (Adult, Dislocated Worker, and Youth) and Title III (Wagner-Peyser) programs are co-located with the local offices and include the Senior Community Service Employment Program (SCSEP), Trade Adjustment Assistance (TAA), Jobs for Veterans State Grant (JVSG), State Unemployment Compensation, and the work component of the Temporary Assistance to Needy Families (TANF).

The local office managers oversee their staff to implement these programs to provide the services to job seekers and to work with the other core and required partners.

The SDDLRL staff work with employers to provide work based learning opportunities for in-demand occupations. Job seekers get updated skills to meet the changing needs of the workforce.

In working with the partners communication continues to be the key. Establishing a plan/process of contacting businesses needs to be made, so that each partner has an opportunity or is aware of the contact with the job seeker or business. This way each partner will have the opportunity to share how they may be able to best meet the needs of both.

SDDLRL staff provides skill assessment programs to assist with job openings and referrals to training. When skill gaps are identified, job seeker training needs can be

quickly addressed and paired with transferable skills of job seekers. SDDLRL also provides assistance on self-service tools and share best practices for successful recruiting using the online system.

The Division of Field Operations will continue to partner with its Title II providers and continue to support existing work-readiness initiatives and workplace literacy projects.

Local offices also have a close relationship with Education and training providers. The technical schools are currently eligible training providers in the state. Build Dakota, a scholarship opportunity for people to receive a two-year degree for no cost, is being provided through Education with SDDLRL being a partner.

WIOA core (Titles I and III) and partner programs work closely with job seekers wanting education/training at the State's colleges and technical schools. Each Local Office has established working relationships for assisting job seekers register for training, for vouchering for training assistance funds, and support services. DLR and GOED publicize high growth areas and encourage job seekers to consider the information as they partner in their employment plan development.

Given the historic partnership and collaboration in South Dakota amongst Titles I-IV, the expectation exists whereby both referred individuals and co-enrolled participants can work with a host of eligible training providers,

The Registered Apprenticeship program will be utilized to offer broad-based skills and career development required for employees to achieve employment security and workplace productivity. Educational institutions, including joint labor-management skill training partnerships will be able to provide expertise on instructional methods, credentials, and skill certifications.

Local offices currently work with their local/regional/state economic development entities. Local office staff is asked to provide labor market information and go meet with potential businesses that may want to relocate or looking at expanding their current business.

The Division of Field Operations local offices currently:

- Provides the career services;
- has Title I (Adult, Dislocated Worker, and Youth) programs co-located;
- has Title III (Wagner-Peyser) program co-located;
- has Trade Adjustment Assistance program co-located;
- has the Temporary Assistance to Needy Families work component co-located;
- has the Senior Community Service Employment Program co-located;
- has a majority (8 out of 11) of the Title IV (Vocational Rehabilitation) programs co-located;
- has established relationships with Title II, Registered Apprenticeship, economic development, and career technical education;

- using the data management system for registering and enrolling individuals;
- works closely with the labor market information center.

Customer service is the goal and by knowing the services of partners will only benefit that customer. It also makes it that no one entity has to be the expert in everything but allows connections for those customers.

Detailed Response

4.0 One-Stop Operator

The South Dakota's Department of Labor and Regulation's Division of Field Operations, through the local offices located statewide, will provide the services required as the One-Stop Operator. These services will include providing assessments (My Next Move, Key Train, Work Keys, Tests of Adult Basic Education (TABE), in-depth interviewing) to assist in writing employment plans (types of barriers to be overcome and to establish goals, and timelines), leading to discussions regarding career pathways towards achieving a career. Currently there are four One-Stop Centers (local offices) that meet the WIOA definition of a comprehensive One-Stop Center. The remaining eight local offices are considered as an affiliated One-Stop Centers.

The local offices will be able to identify targeted populations and understand those that have priority of services: recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and veterans.

The following will be provided to all job seekers:

A. Career Services:

Basic career services will be made available and will include the following;

- Determination of whether an individual is eligible to receive assistance from the adult or dislocated worker program;
- Outreach, intake and orientation to information and other services available through the one-stop;
- Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities, and supportive service needs;
- Labor exchange services to include job search and placement assistance;
- Provide referrals to and coordination of activities with other programs and services;
- Provide workforce and labor market employment information including job vacancy listings, information on job skills necessary, and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
- Provide information relating to the availability of supportive services or assistance;
- Provide information and assistance to individuals seeking assistance in filing a claim for unemployment compensation;
- Assist in establishing eligibility for programs of financial aid assistance for training and education programs;

Individualized career services will also be made available to an individual to obtain or retain employment. These will include:

- Comprehensive and specialized assessments of the skill levels and services; may include interest assessments, Key Train, Work Keys, and Tests of Adult Basic Education (TABE);
- Develop an employment plan to identify the employment goals, achievement objectives and a combination of services to achieve their employment goals - this includes documenting needs and services that may be needed; will also document various goals for that individual to work towards;
- Group Counseling - conduct various degrees of job counseling. An example of this would be the Job Search Assistance Programs (JSAP) held in each local office;
- Individual Counseling - every Title I and Title III participant will be case managed and provided guidance towards training or employment;
- Career Planning - This is completed in various methods; it will start with assessments (interest), also available is Key Trains and Work Keys (NCRC) which can assist them in determining the types of occupations they have the skills for possible training;
- Short-term pre-vocational services - JSAP classes are held in provide guidance in job seeking skills. This includes networking, completing applications and resumes, interviewing skills, and how to retain employment. Also referring individuals to the Bring Your "A" Game to Work, which discusses soft skills;
- Work Experiences that are linked to careers - local offices will provide work experiences that will be able to assist individuals in careers of their interest. Work Experiences are typically for individuals that have no work history or a poor work history and need an opportunity to prove themselves in a work setting. Local offices will offer to pay a job seeker's wages for a length of time (no more than 500 hours) if the business agrees to provide supervision and guidance during the hours;
- Financial literacy services - the local offices will arrange/refer individuals to financial literacy classes that are usually provided by an outside source for no cost;
- Out-of-area job search assistance and relocation assistance – funding will be available for gas and/or lodging to assist individuals that are seeking appropriate employment beyond the commuting area (more than 50 miles one way). If someone needs to relocate for appropriate employment assistance may be provided in renting a truck or assisting with gas for the move.
- English language acquisition and integrated education and training programs – referrals will be made to appropriate entities, mainly the local Adult Education and Literacy (AEL) partner to provide the English language acquisition with the local office assisting in training programs as needed.

Follow-up services will also be provided – local offices will provide these services which may include counseling regarding the workplace for up to 12 months for those that are placed in unsubsidized employment.

Partner with TANF program – The TANF work portion is within the local office and individuals in TANF will be provided case management and the same services as any job seeker.

B. Access to Training Services

Each local office will be able to provide the training service options to eligible participants.

Training services that are available will include:

- occupational skill training;
- on-the-job training;
- incumbent worker training;
- programs that combine workplace training with related instruction;
- training programs operated by the private sector;
- skill upgrading and retraining;
- entrepreneurial training;
- job readiness training in combination with other services;
- AEL or ESL in combination with training;
- customized training;
- non-credential trainings.

These trainings will be conducted with partners of the one-stop which will include businesses, post-secondary institutions, and other appropriate providers to conduct the training.

C. Access to employment and training activities:

Each local office will continue to have Adult and Dislocated Worker funds to assist with employment and training activities for eligible participants. This will include the training services above (Section B.) and will also include:

- Customized screening and referral qualified participants to employers;
 - Certain services will also be made available to local employers, including specific labor exchange activities and labor market information. The local offices will establish and develop relationships and networks with large and small employers.
 - South Dakota employers use the online system, SDWORKS, to post job listings, search resumes for qualified candidates, review labor market information and market trends. SDDL staff provides facilitated self-help to employers, who telephone into the local office and need coaching to access online services.

SDWORKS currently allows the vendor to list jobs that are added to SDDL R's internal job listing, which provides great advantages for employers. Employers who list job openings on a corporate website will automatically have their positions listed in SDWORKS and will not have to re-enter job order information.

- Customized employment-related services to employers;
 - It is our intent to work more closely with businesses to have them tell us what credentials are possible. Local offices, along with our partners, will be contacting high-demand businesses to meet with them to discuss the types of career pathways available within their industry. This may mean an informational interview or a tour of their facility to see what they do. Not only does it educate us it also shows businesses that we are wanting to partner with them in meeting their needs.
- Customer support to enable individuals with barriers to employment and veterans, to navigate among multiple services and activities for such populations;
- Technical assistance regarding the provision of services to individuals with disabilities;
- Employment and training activities provided in coordination with:
 - Child support
 - Cooperative extension programs;
 - Activities to facilitate remote access to services, including access through the use of technology;
- Training programs for displaced homemakers and for individuals training for non-traditional occupations; and
- Activities to provide business services and strategies that meet the workforce investment needs of area employers, as determined by the Workforce Development Council.

D. Access to programs and activities carried out by the One-Stop partners

- Currently the local offices WIOA Title I (Adult, Dislocated Worker, and Youth) and Title III (Wagner-Peyser) services/programs are co-located.
- Each local office will meet on a regular basis with their local partners. These partners, depending on the community will vary somewhat, but may include WIOA Title II (AEL) and Title IV (VR), continuing technical education, Native American programs, housing, migrant seasonal farmworker program, and Job Corps. Also those programs currently under the South Dakota Department of Labor and Regulation will continue as partners and include: Reemployment Services, Trade Assistance Act (TAA), TANF, SCSEP, and Vets programs.
- The core partners will strive to build new sector partnerships and strengthen existing partnerships with employers to increase work-based learning experiences, such as paid work experiences and

registered apprenticeships that provide job seekers with the skills and credentials necessary to secure employment and advance in their jobs.

- Title IV (VR) entities may expend funds to provide training and technical assistance to employers regarding the employment of individuals with disabilities.
- Vocational rehabilitation offers individualized services that include transition services that facilitate the transition from school to post-secondary life, as well as the vocational training itself. The provision of pre-employment transition services such as the Youth Leadership Forum through vocational rehabilitation will further prepare youth with disabilities for post-secondary education.
- In line with one of our strategies, designing education and training programs to address workforce needs and to respond to high demand economic sectors in South Dakota, the vocational rehabilitation agencies in South Dakota will work with businesses and providers to develop a training and placement program for people with disabilities.
- The Governor's Office of Economic Development (GOED) serves as a resource to explore expansion of primary job opportunities for all South Dakotans. They are also a resource for expanding existing businesses, fostering new businesses and facilitating business succession. Recruitment of out-of-state businesses offers new options for job seekers with a focus on six targeted industries: bioscience, financial services, professional business services, oil and gas, shooting, hunting and outdoors and value-added agriculture. The office works closely with community economic development corporations to expand and diversify the state's industry and economy.

E. Access to all workforce and labor market information:

All the local offices have access and can provide specific information regarding labor market and/or will provide an employer with the website (www.dlr.sd.gov) or how they can also review information they may be seeking.

South Dakota's Labor Market Information Center (LMIC) provides labor market information in the state. The LMIC department provides labor market information for use in business and economic purposes. Job reports, unemployment rates, and wage reports consist of a few of the services that local office staff provides to help businesses make more informed workforce decisions.

5.0 One-Stop Operator Services Solicited:

5.1 – Coordinate the service delivery of required One-Stop partners and service providers, includes virtual services.

The Division of Field Operations, via the local offices, will provide the career services and partner with others to ensure that appropriate services, including training are being provided as described in Section 4.0.

With our data system, SDWORKS, job seekers are able to access information (job listings) via our website. Also on the current website is information regarding the services that the local offices are also able to provide.

5.2 Coordinate of reception and initial registration services for all customers

The local offices have and will continue to provide the registration of all job seekers. When a job seeker comes into the office and if they are not currently registered they will be directed to a public computer and assisted on the registration process.

5.3 – Implement the guidance of the MOU with the One-Stop partners.

The Division of Field Operations will facilitate the collaboration of the One-Stop partners as stated in the MOU.

5.4 – Coordinate One-Stop partner and service providers across the One-Stop delivery system.

This is currently happening within the local offices. Examples include meeting with partners on a regular basis and providing information regarding various service providers. This may include support services, work experiences, on-the-job trainings, skill trainings (short-term or for up to two years) This will continue to be a part of the services that will continue.

5.5 – Provide for effective allocation of staff among all the One-Stops.

This will be reviewed, at a minimum, on a yearly basis to be the most effective. Statistical analysis and performance measures will be reviewed to determine staff allocation. Each time a new opening may occur through retirement or resignation the need for that position for that local office will be reviewed.

5.6 Develop processes to ensure that all customers receive appropriate, timely, and effective Career services.

There are current policies in place that include the of what is included as the Basic Career Services and what are Individualized Career Services. Staff have been trained and will continue to be trained as to these when these services will be provided and the types of services will depend on the need/goals of each individual.

5.7 – Develop and implement a formal referral process for services within and outside of the One-Stop.

Currently each local office has a referral process and outcomes with some of the partners. If there is not a current referral process with a particular partner each local office will be instructed to develop one. This will be one

area to be reviewed and possible to standardize this process in each office.

5.8 – Provide reports as required by the SDWDC.

The Division of Field Operations will comply with any information asked of by the SDWDC. Under the new data management system a variety of reports can be obtained to be reviewed by the SDWDC.

5.9 – Actively participate with required One-Stop partners to integrate services in the One-Stop Career Centers.

This is currently being done with Title I and Title III as they share the same data management system and both are under the SD Department of Labor and Regulation and co-located in each local office. The integration of services for Title II and IV is occurring in the local offices but the one item that has been reviewed is how to integrate the data needed to be reported. This will continue to be addressed until a resolution has been found.

The Title II Program and its sub-grantee providers will work with the other core programs and the required One-Stop partners to articulate Career Pathways, stackable credentials, and Title II's responsibilities thereof. Additionally, Title II shall continue its involvement with the statewide National Career Readiness Certificate initiative.

SDLR and the Title IV, vocational rehabilitation programs, have a cooperative agreement in place to address transition services for youth with disabilities. The agreement presents a common policy and conceptual framework for addressing interagency transition planning at the local level, thus ensuring that youth with disabilities have access to the services and resources needed to enter adult life (and the world of work) successfully. Cooperating agencies benefit from maximum coordination of services, more efficient utilization of agency resources, increased service options, and improved interagency communication. The following organizations are included in this agreement: Department of Education, Division of Curriculum, Career and Technical Education and Special Education programs; Department of Human Services, Divisions of Developmental Disabilities, Rehabilitation Services and Service to the Blind and Visually Impaired; and Department of Social Services, Divisions of Community Behavioral Health and Child Protection Services

5.10 – Perform continuous improvement activities to achieve high-level service quality and exceptional customer service.

To improve in these areas training will continue so that the tools are provided to all staff and the local office managers will ensure practices are implemented.

This training will also be coordinated with all partners as to meet the needs that may have also.

5.11 – Develop and implement a coordinated staff development/training plan for One-Stop and Partner program staff.

SDDLRL is currently working on accomplishing this goal. In October 2017 a statewide training was held by Title I, III, and IV. Title II partners were also invited to this training. This type of coordinated training is again being planned for the fall of 2018.

More and more opportunities of training are being shared amongst all the partners to include the SD Department of Education and the Migrant Seasonal Farm Worker (MSFW) program.

Also, there was a Veterans training held the summer of 2017 that included not only Vet staff but also Title I and Title III staff.

This type of coordination will only continue to expand as time goes by.

5.12 – Ensure compliance with all federal and State laws, regulations, policies, and procedures relative to the One-Stop System and One-Stops.

Working closely with the SD's Division of Workforce Training and the other partners the Division of Field Operations will ensure these items will be met.

Division directors will continue to meet on a regular basis to discuss any items/issues that need to be addressed regarding the local offices.

5.13 - Collect performance information from the providers of on-the-job training, customized training, incumbent worker training; internships, paid or unpaid work experience opportunities and transitional employment as the Governor may require, and use the information to determine whether the providers meet such performance criteria as the Governor may require.

This is currently collected within the local offices utilizing the current data management system, SDWORKS, and will continue.

5.14 - Disseminate information identifying such providers that meet the criteria as eligible provider and the performance information, through the One-Stop delivery system.

Currently being conducted by the local offices and will continue.

6.0 One-Stop Operator Eligibility:

6.2 - The SD Division of Field Operations, under the South Dakota Department of Labor and Regulation is considered a government agency, thus eligible to receive funds to operate as a One-Stop Operator.

7.0 Required Practices, Policies, and Procedures:

7.1 – The SD Division of Field Operations will disclose any potential conflicts of interest and will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services and will comply with federal regulations and procurement policies, relating to the calculation and use of profits.

7.2 – If the SD Division of Field Operations also serves in a different role within the One-Stop System it will establish sufficient firewalls and conflict of interest policies and procedures.

8.0 One-Stop Operator Prohibited Functions:

The SD Division of Field Operations will not carry out the functions listed below:

- I. convene system stakeholders to assist in the development of the local plan; prepare and submit local plans;
- II. be responsible for oversight of itself;
- III. manage or significantly participate in the competitive selection process for One-Stop Operators;
- IV. select or terminate One-Stop Operators, and career service providers;
- V. negotiate local performance accountability measures; or
- VI. develop and submit budgets for the SDWDC's activities in the area.

9.0 Priority of Service:

9.1 – Veterans

The SD Division of Field Operations currently does and will continue to follow the policy to give priority of service to Veterans and eligible spouses in its local offices.

9.2 – Other Priority Populations

The SD Division of Field Operations will direct local office and service providers to follow the policy to give priority for the receipt of career services to recipients of public assistance, other low income individuals, and individuals who are basic skills deficient.

10.0 Required One-Stop Partners:

The SD Division of Field Operations currently has close partnerships with many of the partners since they are under the SD Department of Labor and Regulation (SDDL) and are co-located. A Memorandum of Understanding (MOU) has been put into place

with all the partners and reviewed on a regular basis. Part of that review process will be to ensure that all partners are adhering to the MOU.

All of the local offices are required to have an agency integrated resource team (IRT) meeting with core partners on a monthly basis and with all partners at least quarterly.

Listed below are the programs/partners under (SDDLRL):

Title I Programs - the Adult, Dislocated Worker, and Youth programs; All of the local offices provide these programs.

Title II – Adult Education and Literacy activities; currently there are 6 AEL providers co-located within a local office. Those not co-located in a local office meet a minimum of once a month, but typically communication occurs on a weekly basis.

Title III – Wagner-Peyser Act; All of the local offices provide this program.

Senior Community Service Employment Program (SCSEP) – have regional people in 3 offices to provide services statewide.

Trade Adjustment Assistance (TAA) – All of the local offices provide this program as needed.

Jobs for Veterans State Grants (JVSG) – All of the local offices provide veteran services.

State Unemployment Compensation – All of the local offices are able to provide information and guidance regarding Unemployment Insurance (UI). The actual application is completed via phone or internet.

Temporary Assistance to Needy Families (TANF) – work component – All of the local offices provide these services.

The remaining partners:

Title IV - Vocational Rehabilitation (VR) – Local offices are close partners with VR. Many of the VR offices (8 out of 11) are also co-located in the local office.

Postsecondary career and technical education – Administrative staff work closely with career technical education (CTE) on various committees and have a close partnership with the National Career Readiness Certificate (NCRC) and working on Career Pathways together. Local offices work with the four technical institutes on as needed basis as they are all approved training providers.

Community Services Grant – currently none in SD.

Department of Housing and Urban Development (HUD) – continuing to establish a closer partnership with them.

Second Chance Act (ex-offender program) – SD doesn't currently have a Second Chance program but local offices work closely with local correctional institutions and agencies in finding employment once they have been released. Corrections are also a close partner with Title II, AEL. Funding is provided for classes leading to a high school equivalency.

11.0 Proposal Requirements and Company Qualifications

11.2 – Provide the following information related to at least three previous and current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP.

The Division of Field Operations is the current One-Stop Operator. Previously it was the Governor that designated the One-Stop Operator and in the past it has been the SDDLRL.

Currently, as in the past, under this designation the Division of Field Operations local offices have successfully provided the services included in this RFP. So by the Division of Field Operations being selected to be the One-Stop Operator the continuation of these services would remain as it has in the past. The local offices have been established and all of the requirements specified in this RFP will be met.

The local office staff has been the front line with the job seekers and businesses seeking employees for over 40 years. The local offices have partnered with SDLR's Division of Workforce Training's (Title I, Adult, Dislocated Worker, and Youth) and SDLR's Division of Employment Services (Title III, Wagner-Peyser) over the past and will continue to do so.

11.4 – The Applicant must submit the following information with its application:

(The Division of Field Operations (hereafter referred to as Division) follows the same policies and procedures as established by the State of South Dakota for State government operations. Some of these policies and procedures have been further clarified by the Department of Labor and Regulation (DLR) in enclosed documents.)

- a. Conflict of Interest: The Director of Field Operations, Bill McEntaffer, is an employee of the Department of Labor and Regulation and was previously the Executive Director of the Board under WIA.
- b. Staff and Qualifications:

- Director of Field Operations: Bill McEntaffer, M.Ed. Has held various positions within the Department of Labor and Regulation the last 25 years.
- Financial Director: Emily Ward, MBA. Director of Administrative Services since 2015.

- c. Payments Policy: The Division follows the accounting policies and procedures as established by the South Dakota Bureau of Finance and Management. For the complete policy, please view: https://bfm.sd.gov/Caps/Manuals/Procedures_AS_Overview.pdf.

Procurement Policy, including competition, evaluation, and selection: The Division follows the procurement policies established by the South Dakota Bureau of Administration. For the complete policy, please view: <http://boa.sd.gov/divisions/procurement/>.

Allowable Costs: The Division follows the DLR Federal Cost Principles and Procedure Manual; see attached.

Compensation: The Division follows the compensation system established by the South Dakota Bureau of Human Resources. For a listing of positions, job classifications, and paygrade information, please view: <http://bhr.sd.gov/classification/>.

Fringe Benefits: The Division provides the fringe benefits as established by the South Dakota Bureau of Human Resources which are explained in the Employee Handbook. This handbook can be viewed at: <http://bhr.sd.gov/forms/policies/Handbook.pdf>.

Employee Relocation Costs: These costs are included in the DLR Federal Cost Principles and Procedure Manual.

Travel Costs: The Division follows the DLR Travel Policy and Procedure Manual; see attached.

Cost Allocation Plan: The Division does not intend to utilize a cost allocation plan.

- d. Audit reports: No audits have been conducted on the Division in the past 3 years.
- e. Personal Property: The employees may use personal vehicles to conduct Division business and be reimbursed per the Travel Policy as previously mentioned.
- f. Procurement Card: The procurement card is held by the Purchasing and Property Manager in the Division of Administrative Services, who authorizes purchases when requested by a Director in DLR including the Field Operations Director. The invoices for the card are then reviewed by

the Accountant III and/or Director of Administrative Services, who provide final approval to pay for the procurement card purchase.

- g. Accounting System: The Division utilizes the South Dakota Accounting System and follows the policies and procedures established by the Bureau of Finance and Management as noted previously.

Federal Vouchers: The Division follows the DLR Federal Drawdown Policy and Procedure Manual; see enclosed.

Matching Requirements: No match is in this proposal.

Timekeeping methodology: The Division follows the DLR Timekeeping Policy and Procedure Manual.

- 12.34 The South Dakota Department of Labor and Regulation (DLR) is committed to a policy of nondiscrimination and equal opportunity. The divisions of Employment Security (ES), Field Operations, Workforce Innovation and Opportunity Act (WIOA) and Unemployment Insurance (UI) have a designated Equal Opportunity (EO) officer. The Equal Opportunity to Services is located at http://dlr.sd.gov/equal_opportunity/default.aspx.