

## **Work & Education Support and Outplacement Vendor Standards & Guidelines**

**1. Pricing Information:** Workforce Solutions will pay the publicly advertised (published) rate charged to any customer receiving services from the vendor. Workforce Solutions provides aid to customers. Payments to vendors are made because of financial aid given to Workforce Solutions customers, not as a reimbursement for costs vendors have incurred. Workforce Solutions will not pay for services that are free to the public or to non-Workforce Solutions customers. Vendors should provide pricing on a per unit basis, so that Workforce Solutions can authorize individual levels of service per customer.

**2. Facility and Equipment Details:** Vendors who provide services at their facilities must have ADA-compliant facilities including any necessary equipment that provides reasonable accommodations for customers with disabilities. Workforce Solutions will do an on-site visit as part of our review process. Vendors may be required to provide documentation that they own or lease the proposed facility. If the vendor does not own or lease the facility but has an agreement with the organization that does, the vendor must provide documentation that it has on-going access to adequate facilities that are ADA compliant.

**3. Organizational Capacity / Record of Performance:** Organizations seeking to be a part of our Vendor Network are required to provide proof they have the capacity to provide the services on the application and that they are been providing similar service to for at least one year. All vendors must have a record of at least one year providing services prior to applying. We will not approve start-up organizations.

Organizations that have been providing services as a part of our Vendor Network are required to renew their application on a periodic basis. At renewal, Workforce Solutions will evaluate the usefulness and cost efficiency of the services provided by the vendor. Upon this review, services may be removed from the approved list if they do not meet the current needs of Workforce Solutions customers.