



Sole-Source Intent to Award Justification

Request Information	
Date of Request: 04-16-2018	
Entity Information	
Entity Name: Georgia Mountains Regional Commission	
Entity Code:	
Procurement Officer: Nona Turk	
E-Mail Address: nturk@gmrc.ga.gov	Telephone (770)538-2722
Request Submitted By	
Name: John Phillips	
Title: Director WorkSource Georgia Mountains	
E-mail Address: jphillips@gmrc.ga.gov	
Telephone: (770)538-2735	
Request Details	
<p>Sole-Source- A purchasing situation in which the procurement is available from only one source. The announcement must be posted to the Georgia Mountains Regional Commission Website in accordance with the Georgia Procurement Manual Section 2.3.2.2.</p> <p>WorkSource Georgia Mountains has a need to continue to use an independent contractor who has substantial experience working with the Workforce Innovation and Opportunity Act (WIOA) with experience from a local area perspective. WorkSource Georgia Mountains has identified an experienced former local director with experience working with GDEcD (Georgia Department of Economic Development Workforce Division in transitioning from WIA (Workforce Investment Act). WorkSource Georgia Mountains has identified Mary Margaret Garrett as the sole individual possessing substantial experience as a local area director who is available to provide services to WorkSource Georgia Mountains as an independent contractor.</p> <p>Ms. Garrett possesses over 30 years' experience with workforce development and has consulted with GDEcD over the last two years furthering her institutional knowledge of WIOA and Georgia's Workforce System. Ms. Garrett will be able to continue to leverage her long tenure and deep expertise to aid WorkSource Georgia Mountains in the transition of new programs that are required through WIOA. Furthermore, as she worked to the transition from the Job Training Partnership Act in the late 1990s, she has experience working with state and federal partners transitioning a local area into the new system. Additionally, Ms. Garrett can leverage her substantial connections with WIOA and required partners to effectively facilitate WIOA regulations.</p>	
Supplier/Source Name: Mary Margaret Garrett	
Supplier/Source Contact: Mary Margaret Garrett	Telephone(404)863-6932
Scope of Work	
<p>Provide a detailed description of commodities\services to be provided. Also, include the following details: exact or estimated quantity, per-unit price, and the total estimated value of the open contract to include the estimated quantity X unit price, if the exact quantities are not known).</p>	



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The primary function of this position is compliance with federal and state policies; including, but not limited, reviewing intake and case management files, reviewing CLEO and WDB Bylaws, updating the Regional plan as needed, assistance with contracts and business services, and calling on contractors to ensure WIOA compliance. All forms, procedures, policies, etc. to be reviewed for compliance with federal and/or state regulations along with developing a system for handling compliance issues. The position will also require pulling monthly reports from Future Works and Virtual One Stop along with planning training and cross-training for employees and Board Members.

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**For Commodities, Complete the Following:
(For justifying a Sole Source/Sole Brand)**

Provide an explanation why only particular style, model, type or manufacturer is required (i.e. why the commodity is the only commodity which will meet the entity needs)

Mary Margaret Garrett, as a Local Area Director, has been involved with large-scale policy manual development and updates\revisions to include new WIOA language from the WIOA law and regulations, policies on adult, youth and dislocated worker eligibility, assessments, priority of service and self-sufficiency. She has developed eligible training provider process and procedures including work with the US DOL that included Apprenticeship ETPL and assisted multiple WIOA Working Groups as part of the plan development process. Ms. Garrett was responsible for the overhaul of economic analysis of the state plan, including revisions of sections regarding capacity building to include the Work Source Georgia Training Institute. She has extensive experience in working with and supplying Burning Glass LMI to all other LWDA's for utilization in regional plans. Ms. Garrett has provided technical assistance to LWDA's on a variety of subjects including board membership, eligibility and programs, including On-the-Job and Incumbent Worker Training. She has assisted in an evaluation of an incumbent worker project with major manufacturer including a Registered Apprenticeship program. The reasoning WorkSource Georgia Mountains has for deciding on a Sole Source Provider is that no one else could provide this service with the expertise and knowledge within the Region 2 WorkSource Georgia Mountains Area. Ms. Garrett's unique knowledge and experience, both as a past local director and her skills contracting with Georgia Department of Economic Development Workforce Division, will be an asset. This type of experience is extremely limited and desperately needed with the anticipated changeover from GDED Workforce Division to the Technical College State of Georgia on July 1, 2018.

Letter from Original Equipment Manufacturer (required)	Attached: Yes_____ No_____
Exclusive Capability	
Note	

To be used for Entity Records Only
PeopleSoft/Team Georgia Marketplace REQ ID#
Number of Protests:



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Outcome:			
Awarded Sole-Source	Yes	_____	No _____
Issued PO/Contract-	Yes	_____	No _____
Not Awarded/Competitively-	Yes	_____	No _____ Bid Number: