

## One-Stop Operator Agreement Policy

### Policy

1. The West Piedmont Workforce Development Board has Workforce Innovation and Opportunity Act Title I oversight responsibilities including the roles and responsibilities of the One-Stop Operator.
2. A One-Stop Operator Agreement will be executed between the West Piedmont Workforce Development Board and the procured West Piedmont One-Stop Operator.
3. The purpose of the agreement is to specify the roles and responsibilities of the One-Stop Operator as they relate to implementing, managing and operating the One-Stop system in the West Piedmont Workforce Development Board Area.
4. The One-Stop Operator Agreement, at a minimum, must include:
  - a. Assurance that each comprehensive One-Stop Center and affiliate sites operate in a manner that supports the operational policies and procedures of the West Piedmont Workforce Development Board and the Workforce Innovation and Opportunity Act of 2014.
  - b. Contents required in the Memorandum of Understanding.
  - c. One-Stop Operator Role and Function
  - d. Duration of the agreement.
  - e. A negotiated One-Stop Operator budget.
  - f. Dispute resolution process.
  - g. Amendment terms.
  - h. Severability clause.
  - i. Monitoring requirements.
  - j. Termination information.
  - k. Authorized signatures.
5. The One-Stop Operator Agreement will be for a period ranging from one (1) year to four (4) years based on the negotiations with the West Piedmont Workforce Development Board.
6. The West Piedmont Workforce Development Board may renegotiate the budget annually for the One-Stop Operator.
7. If the budget changes, the One-Stop Operator Agreement must be modified.
8. The One-Stop Operator shall provide a quarterly budget update with line items as specified in the One-Stop Operator Agreement.