

## **Northwest Georgia WIA Equipment and Supply Purchasing Criteria**

Agencies and Organizations requesting the purchase of equipment or supplies with Workforce Investment Act (WIA) funds should complete the attached form and submit it to Karen E. Howell, Coosa Valley RDC, P.O. Box 1793, Rome, GA 30162-1793 or E-mail Vandy88@aol.com. The forms will be compiled and submitted to the Region One Northwest Workforce Consortium for approval and/or submission to the Northwest Georgia Workforce Investment Board and Coosa Valley/North Georgia Council of Chief Elected Officials as deemed appropriate.

To be considered for funding, the request(s) must fit within one of the following Northwest Georgia Level II Chartering Criteria:

### **Criteria I, Leadership:**

1. Enhance linkages with community partners including communications, cross referral processes, and the expertise and services that the partners bring to the consortium.
2. Regularly schedule meetings, communicate among partners and associates, and communicate plans to all employees.

### **Criteria II, Information and Analysis:**

1. Enhance MIS capability to produce customized reports for the local workforce development community.
2. Utilize comparative data for the one-stop system.

### **Criteria III, Strategic Planning:**

1. Utilize operational plan for day-to-day operations and further the goals and objectives.
2. Review performance against the plan including:
  - a. Strategies to achieve goals and objectives.
  - b. Meeting goals and objectives to enhance position in the marketplace.

### **Criteria IV, Human Resource Utilization:**

1. Establish competency levels for positions.
  - a. Deliver just in time training.
  - b. Send notices to media to recognize employee/site/system performance and achievements.

### **Criteria V, Process Management:**

1. Clarify understanding of internal and external customers, identify important customer segments and prioritize their needs; clarify understanding of one-stop system's product and services, how to deliver them, and what needs are being met.
2. Universally accessible resource area that includes:
  - a. Internet connectivity and video telecommunications capability.
  - b. Multiple media resources explaining services and locations of all partnering and affiliated agencies and how they can be contacted.
  - c. Job search, self-improvement, life skills materials, and computer program applications in multiple media.
  - d. Up-to-date computers and office programs.
3. Provide an array of services and linkages which afford customer choice in selecting options that will meet their employment and educational goals.
4. Enhance support processes based on needs and requirements of customers with emphasis placed on the most important processes.

### **Criteria VI, Business Results:**

1. Achieve levels of performance that exceed similar organizations.
2. Collect data on customer expectations and goals and develop goals and objectives to exceed customers' perceptions and expectations.

### **Criteria VII, Customer and Market Focus:**

1. Develop a system to continuously evaluate customer requirements and priorities that.
  - a. Respond to customer requirements proactively rather than reactively.
  - b. Measure performance against measurable service standards.

### **VIII, Financial:**

1. Identify costs for providing individual services.

**Northwest Georgia Workforce Investment Board  
Coosa Valley/North Georgia Council of Chief Elected Officials**

**Request for WIA Purchase of Equipment/Supplies**

Requesting Agency:

Address:

Contact Person:

Address If Different:

Telephone Number/E-Mail:

Item(s) and Approximate Cost Each:

Where Item(s) Will be Located:

Criteria the Item(s) Will Meet:

Comments: