



RAS J. BARAKA
MAYOR
NEWARK, NEW JERSEY

September 12, 2017

Mary Ann Lawrence
CEO
PowerNotes LLC

Dear Ms. Lawrence:

We have reviewed the procurement policy for the Newark Workforce Development Board's One-Stop Operator and it is aligned with the City's Procurement steps. The Independent Contractor followed the following process:

- Did not involve the Workforce Board or the Workforce Board Staff in the process in the event they chose to apply.
- Prepared a Request for Proposal that was open for thirty days.
- Published a notice of the RFP availability in the Newark newspaper.
- Mailed the RFP to partners, board members, and agencies on the bidder's list.
- Had the notice of the RFP posted on the State's website.
- Reviewed and had two other consultants review the proposals received.
- Evaluated/Scored the proposal
- Negotiated changes needed in the proposal.
- Recommended the award.
- Prepared a One-Stop Operator Agreement.

As Chief Elected Official, I approve the award recommendation of Newark Works to serve as One-Stop Operator.

Sincerely,



Ras J. Baraka
Mayor

Cc: Rahaman Muhammad, Deputy Mayor of Workforce Development