

December 18, 2003

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-20
-------------------	---

TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Office of Management and Budget (OMB) Approval of Standard Center Request for Proposal (RFP) and Related Contractor Information Gathering Reporting Requirements

1. Purpose. To announce the revision of OMB approval of the Standard RFP for Center Operations and forms incorporated therein, OMB No. 1205-0219.
2. References. 20 CFR Part 670; Federal Register (Volume 68, Number 44).
3. Background. Job Corps is an intensive, residential training program for economically disadvantaged young people, ages 16 through 24, who are out of school and out of work. The program is principally carried out through a nationwide network of 118 Job Corps centers. These centers are located at facilities either owned or leased by the federal government. The operations for the majority of the centers are procured through negotiated competitive procurements in accordance with the Federal Acquisition Regulations (FAR). The RFP for the operation of Job Corps centers provides potential offerors with the government's expectations for the development of proposals to operate Job Corps centers. These proposals serve as the principal basis for selection of a successful offeror.

Most of the information collection requirements of Job Corps center operators stem directly from operational needs, or are necessary to ensure compliance with federal requirements and the terms of the contract. Statistical reports are normally generated from source documents directly by the federal government, not the contractors. During the last 2 years, several paper forms have been automated, and in many instances, eliminated. Data is now entered directly into a database and reports are generated as a result of the data. In addition, several forms are now provided in Portable Data File (PDF) format.

4. OMB Approval. The reporting requirements for the RFP and the forms incorporated therein, are approved by OMB in accordance with the Paperwork Reduction Act of 1995, under OMB Approval No. 1205-0219, to expire July 31, 2006.

5. Burden Disclosure. Public reporting burden for this collection is detailed and estimated in the attached Federal Register, including the time for reviewing instructions, searching, existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Office of Job Corps, Room N-4463, Washington, D.C. 20210 (Paper Reduction Act Project 1205-0219).

6. Action. Addressees are to ensure that a copy of this Notice is distributed to appropriate staff.

7. Expiration Date. Until superseded.

8. Inquiries. Direct any inquiries to Pat Putnins, at 206-553-7938, x8065, or e-mail to putnins.patricia@dol.gov; or Renee Evans at 202-693-3091, or e-mail to evans.renee@dol.gov.

Attachment