**Independent Cost Analysis for NWDB OSO RFP: The One-Stop Operator (OSO)**

1. Staff costs= Project Coordination, - $6,000.00 - 2.9 Hours per week for 52 weeks at a rate of approximately $40.00 per hour including fringe benefits
2. Communications and supplies = $500.00
3. Travel = $1,500.00
4. Organizational overhead = 25% x $8,000 = $2,000.00

The total estimated OSO cost is $10,000.

The One Stop Operator entity or consortium, will be responsible for:

* Coordinate in partnership with the NWDB staff the one-stop delivery system integration and ensure all required services are accessible and being effectively delivered in the local area
* Ensure universal access to career and training services
* Provide data, information, and analysis of appropriate labor market data
* Support and establish relationships and networks with large and small employers and their intermediaries and other community based organization to boost and build the system and support the one stop
* Assist in the development, writing and execution of the One Stop Partners (OSP) Memorandum of Understanding (MOU)
* Collect and report on shared cost within the one stop career centers and using the report template provided by the NWDB report to the NWDB quarterly.

**Duties will include:** In collaboration with the NWDB staff develop, plan and facilitate One Stop Partner meetings.

1. Through consensus at One Stop Partner meetings establish regular method of communications with all partners and front-line staff.
2. Develop meeting agendas in consultation with the NWDB staff.
3. In collaboration with the NWDB, develop the One Stop CareerCenter certification process. The NWDB staff on behalf of the NWDB will evaluate the two One Stop CareerCenters to determine certification
4. Convene the One Stop Partners (OSP) as many times as needed to complete the OSP MOU.
5. In collaboration with the OSP’s recommend policy changes and activities to ensure continuous improvement.
6. Notify the NWDB of any service or resource needs within the five counties.
7. Assure that basic services are available and operable: technology, resource equipment, phones, etc.
8. Provide reports to the NWDB quarterly.

This estimate is subject to change as responses are received and evaluated, the OSO contract(s) are negotiated and the OSO role evolves.