

Workforce ITSC TOP 5

Procurement Portal Tips and Tricks

The Workforce IT Support Center (Workforce ITSC) has identified ways to use the Procurement Portal more effectively and unlock its full potential.

1) Use keywords

Many procurements have titles that provide little insight into their purpose. For this reason, Workforce ITSC reviews and tags them with keywords to facilitate searching. Terms include implementation, digital transformation, communication, and infrastructure; and allow end users to find relevant matches more easily.

2) Try quotations and other Boolean searches

If you are looking for a specific procurement, quotation marks allow you to search for an exact phrase. Using the "addition" (+) or "and" (&) symbols between words will further narrow your results.

3) Explore links to vendors and states

If a vendor listed has a profile in our Solutions Marketplace, a hyperlink will allow you to learn more about them. When viewing procurement details, the state hyperlink takes you to the state technology profile where you can learn more about that state's current IT systems and how they operationalize Workforce Innovation and Opportunity Act (WIOA) programs.

4) Look for trends

Although causal relationships can be difficult to determine without complete knowledge of each procurement and its outcome, looking for patterns in the portal can help users understand trends in the public workforce ecosystem. Helpful information includes who the active vendors are, as well as what programs and platforms are currently being modernized.

5) Identify funding sources

Procurement documents often include how state agencies are structured, relevant project history, and the funding source(s) available for each project. By reviewing these documents, users can see examples of Request for Proposal/Information (RFP/RFI) language and gain valuable insights into how various agencies are funding their projects.



Why explore the portal?

Technology-related procurements in the public workforce system have seen unprecedented growth in the last three years. 2020 saw more workforce technology procurements than the previous two years combined, and the number has increased in 2021 and 2022.

The increase in procurements creates an extensive catalog that can aid state workforce agencies in technology procurement and digital transformation efforts. Users can explore Request for Proposal (RFP) language, stay up to date on industry trends, see which vendors are being awarded contracts, and identify agencies at the forefront of innovation.



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