

Region 2 Workforce Investment Board Policy Letter #07A

Subject: **Procurement Policy**

Revision Date: January 19, 2018

1. **Purpose:** To establish and publish a procedure for the primary disbursement of Region 2 Workforce Investment Board funds made available through Title 1 of the Workforce Innovation and Opportunity Act of 2014.

2. **References:** Procurement standards set forth in 2 CFR 200.320 govern

3. **Background:** The WIOA of 2014 requires each local area to describe the process used for competitive and non-competitive procurement of services and the award of grants and contracts for activities under Title 1 of WIOA not covered by Individual Training Accounts (ITA's).

4. **Policy:** It is the policy of the Region 2 Workforce Investment Board to make competitive purchases and grant awards to qualified vendors/service providers which already are located in Region 2, to increase the economic development multiplier effect of Title 1 WIOA funds allocated to this region. Vendors and service providers outside of Region 2 may be solicited for competitive bids when product and/or services:

- Are not available locally or
- Products or services demonstrably superior to those available locally are required.

5. **Action:** At least two bids from qualified vendors for any programmatic use product or services greater than over \$3,500 but less than \$25,000. Competitive sealed bids are required for any programmatic use product or services greater than \$25,000. The exception to this is that competitive sealed bids will always be required for the annual financial audit (awarded for a three year period) because of the high degree of specificity as to what is being purchased. Acquisition for general support (non-programmatic) services such as legal and accounting in the federal regulations and any additional factors related to the service being contracted. However, any contracted support services greater than \$150,000 will require competitive sealed bids, as per the current federal simplified acquisition threshold.

RFP) Process Guidelines - Policy Letter 10, and be administered on a cost-reimbursement basis only. Sole sourcing may be used if any of the following conditions exist:

- The service is an interim provision during the RFP process
- If there are no bids awarded after the RFP process has been followed
- The service is time critical (usually less than 30 days)
- The service or product is under \$25,000 and it is reasonably accepted that the availability of qualified providers is limited to one provider or
- Professional services have already been contracted for and an extension of those services does not exceed \$25,000 in a program year.

Service Providers awarded WIOA funds through the RFP Process must follow the intent of this Procurement Policy, however, successful Grantees and Sub-Contractors will not be required to use the RFP Process to expend awarded funds. Property purchased with WIOA funds must be accounted for on an annual basis following the **WIOA Property Guidelines** - Policy Letter 07

6. **Expiration Date:** Effective until rescinded or modified by Region 2 Workforce Investment Board.

7. **Approval: January 19, 2018**