

Fresno County Workforce Investment Board

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Blake Konczal, Director

OPERATIONAL DIRECTIVE

FCWIB OD # 40-08

Date Released: September 19, 2008

To: All Fresno County Workforce Investment Board Providers of Services

From: Blake Konczal, Director

Effective Date: September 19, 2008

Subject: Technology Procurement Process

Applicable Program: All

This Operational Directive (OD) formalizes the steps to ensure compliance with the procurement of technology items as outlined in the Fresno County Workforce Investment Board (FCWIB) Information Technology (IT) Policy, approved by the FCWIB on April 20, 2006.

When a need for technology based equipment is recognized, providers of services are required to get the following documented approvals:

- 1) Verification from the FCWIB Contract Administrator that the equipment is in the provider's current budget, and
- 2) Approval from FCWIB Deputy Director of Network Systems that the equipment needed is compliant with the FCWIB IT Policy and to determine if FCWIB has equipment available that will meet the need, and
- 3) Verification from the FCWIB Procurement Manager that the local procurement processes will be followed.

All equipment procured with WIA funds is owned by the FCWIB and will be tagged for inventory and tracking purposes by FCWIB staff.

Violation of the IT Policy is a contractual non-compliance.

If you have any questions, contact the FCWIB Deputy Director of Network Systems.

Attachments: [FCWIB Information Technology Policy](#)

Form# [TEC-001](#) – Technology Procurement Approvals