

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

POLICY BULLETIN

FRWDB PB # 01-19. Revision E

Date Released: April 16, 2026

To: All Fresno Regional Workforce Development Board Sub-Recipients

From: Blake Konczal, Executive Director

Effective Date: April 15, 2026

Subject: Fresno Regional Workforce Development Board Procurement Policy

Applicable Program: ALL

Revision History: Initial Release, 12/14/19; Rev B, 12-3-21; Rev C, 2/7/2024. Rev D, 1/17/2025

This Revision E updates the purchase thresholds for Micro Purchases and Small Purchases in Section III and revises the Prior Approvals requirements in Section V. It also simplifies the small purchase process and reorganizes the manual to improve flow and clarity.

The attached revised Fresno Regional Workforce Development Board/Fresno Area Workforce Investment Corporation (FRWDB/FAWIC) Procurement Policy was approved by the full FRWDB Executive Committee on April 15, 2026.

For the purposes of this policy, the term "procurement" includes any acquisition action which obligates funds for the purchase of equipment, materials, supplies, and program or administrative services beginning with the process for determining the need and ending with contract completion closeout.

All sub-recipients must have a written document outlining their procurement policy that minimally meets the requirements outlined in this policy. Sub-recipients may follow their own policies and procedures if they are consistent with the FRWDB policies, State and local laws and regulations.

Specific guidance for sub-recipients can be found in Section VIII of the Policy.

Sub-recipients are responsible for the resolution of all contractual and administrative issues arising out of the procurements unless the issues concern violations of statute. Those matters are to be referred to the proper federal, state, or local authority depending on who has jurisdiction.

If you have any questions, please contact the FRWDB Senior Deputy Director.

Attachment: FRWDB/FAWIC Procurement Policy.