

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 01-19, Revision B

Date Released: December 3, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: December 3, 2021

Subject: Fresno Regional Workforce Development Board Procurement Policy

Applicable Program: All

Revision History: Initial Release – 12/14/19

This Revision B updates several areas in the procurement policy, including Procurement Methods, references, responsibilities, titles, procurement/purchasing signature authority, updates Exhibits A and B, and adds Exhibit C, Vendor/Contractor Indicators.

The attached Fresno Regional Workforce Development Board/Fresno Area Workforce Investment Corporation (FRWDB/FAWIC) Procurement Policy was approved by the full FRWDB Board of Directors on December 1, 2021.

For the purpose of this policy, the term “procurement” includes any acquisition action which obligates WIOA 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 service providers must have a written document outlining their procurement policy that minimally meets the requirements contained in this policy. Providers may follow their own policies and procedures if they are consistent with FRWDB policies, State and local laws and regulations.

Specific Guidance for Service Providers can be found in Section VIII of the Policy

Providers 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 Procurement Manager.

Attachments: FRWDB/FAWIC Procurement Policy
Procurement Policy Exhibit A
Procurement Policy Exhibit B
Procurement Policy Exhibit C