

Technical Assistance Guidance (TAG)

TAG 53-2022

Issued Date: **July 8, 2022**

Subject:
Local Workforce Development Board (LWDB) - Workforce Connections (WC)
Policy Implementation Revision(s) & Update(s) - Administrative Policies
Admin-010-06 Procurement – Acquisition

Purpose

To provide further guidance on recently established provisions governing procurement-acquisition actions for Workforce Connections and its sub-recipients. In addition, to announce the publication and effective date for implementation of revisions/updates made to the above-cited policy.

Background

Workforce Connections (WC), as a pass-through entity/awardee of WIOA Title I funds and other State and Federal awards, is required to have written procurement procedures in place to ensure that all Workforce Connections' administered programs and services are procured in accordance with established and applicable Federal, State, and local guidelines, as applicable or appropriate.

Authority

Public Law (P.L.) 113-128 WIOA Secs: 107, 121, 123, 129, 134, 184, 185, and 194.
2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – §200.112, §200.113, §200.303, §200.318 through §200.327.
48 FAR Part 31, 20 CFR Part 683, State Compliance Policy (SCP) 3.9

Modifications

The procurement thresholds for the different ranges have not been adjusted since the policy was first enacted in 2000. Increasing the ranges will reduce the administrative burden not only for Workforce Connections but for the sub-recipients as well while maintaining strict oversight on currently established processes to promote and ensure compliance. The following charts outline the changes to procurement requirements for WC sub-recipients:

Previous WC Sub Requirements	Funding Type	Procurement Requirement	Range	WC Approval?
Micro purchase	All	No bids required – costs must be reasonable per price analysis	Under \$1,000	Not required
Small purchase-informal	All	3 quotes or bids – bids must be documented but don't have to be written	\$1,000.00 to \$4,999.99	Required
Small purchase-formal	All	3 quotes or bids – bids must be solicited and responded to in writing	\$5,000.00 to \$24,999.99	Required
Competitive	All	Advertised RFP/RFB process	\$25,000+	Required

New Sub Requirements	Funding Type	Procurement Requirement	Range	WC Approval?
Micro purchase	All	No bids required – costs must be reasonable per price analysis	Under \$5,000	Not required
Small purchase-informal	All	3 quotes or bids – bids must be documented but don't have to be written	\$5,000 to \$20,000	Required
Small purchase-formal	All	3 quotes or bids – bids must be solicited and responded to in writing	\$20,000.01 to \$99,999.99	Required
Competitive	All	Advertised RFP/RFB process	\$100,000+	Required

Action

Please share the information in this TAG with staff and interested parties as necessary or appropriate.

With the commitment to improve processes and after further research and assessment of established requirements, Workforce Connections revised and implemented the above-referenced policy as appropriate. Technical assistance is available upon request.

Policy revisions/updates adopted and implemented as of July 1, 2022. An electronic version of the policy may be found on the Workforce Connections' website.

<http://nvworkforceconnections.org>

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